

HORMEAD PARISH COUNCIL

Minutes of the Council Meeting held on Thursday 28th July 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

District Councillor Rose Cheswright
PCSO Adam Frame
Michelle Cavill, Hormead Hares Welfare Officer
Rob Northover, resident
Catherine Lofthouse, News Editor, Hertfordshire Mercury

ACTION

11.189 Chairman's Declaration of Acceptance of Office

Cllr Denham signed the Declaration of Acceptance.

11.190 Appointment of Clerk

The Chairman confirmed that Colin Marks had been appointed as Clerk and welcomed him to the Council.

11.191 Apologies for absence

Councillors: Cllr John Kilby (holiday); Cllr Ginn sent apologies that he would be arriving late due to business at Buntingford Town Council.

Other Councillor absences: none

Others: Councillor Jane Pitman; Reverend Carol Kimberley

11.192 Declarations of Interest

Cllr Mrs Harding (and subsequently Cllr Ginn) declared a personal interest in respect of planning application 3/11/1172FP: they live close to the proposed development.

11.193 Minutes of last meetings

1. Minutes of the Council Meeting held on 2nd June 2011 were presented to the Council and were agreed to be a true and accurate record.

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

2. Minutes of the Extraordinary Meeting held on 29th June 2011 were presented to the Council and were agreed to be a true and accurate record.

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

Cllr Ginn joined the meeting at this point at 8.16pm.

3. Minutes of the Extraordinary Meeting held on 8th July 2011 were presented to the Council and were agreed to be a true and accurate record.

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

11.194 Casual Vacancy

The Clerk reported that East Herts Council had issued the prescribed Notice, which had been placed on the Parish notice boards on 21st July. If, by 12th August, EHC have not received a written request for an election by at least 10 members of the electorate, the Parish Council will fill the vacancy as soon as practicable. Cllr Ginn expressed his concern about the cost to the Parish Council were another election to be called so soon after the May elections.

Clerk

11.195 Internal Administration

1. It was agreed that a working party be set up to review the Standing Orders, with reference to the NALC model. Working party members to be Cllr Denham, Cllr Ginn and Cllr Abbey, who would report back to Council in due course.

RESOLVED: That Cllr Denham, Cllr Ginn and Cllr Abbey form the working party to review Standing Orders.

**RED
DEG
GA**

The Chairman proposed and it was **RESOLVED: That Standing Orders be suspended to allow PCSO Adam Frame, who needed to leave early, to address the meeting and give a brief report.** The Council thanked him for his time.

PCSO Frame has recently taken over the Hornead patch from PCSO Amanda Higham. He will regularly include the Hornead Parish villages in his beat and can be contacted at adam.frame@herts.pnn.police.uk , or on the new 101 incident number or the old 0845 33 00 222 phone number. He urged that 999 is used for emergencies. If PCSO Frame is able to let us know that he will be attending a meeting, it was agreed to include his report as an agenda item. The Clerk will also ensure his contact details are on the Notice Boards and in the Parish Newsletter.

Clerk

Standing orders were reinstated.

2. The Chairman proposed that consideration be given to holding monthly Parish Council meetings instead of alternate months as at present. This would enable the Council to conduct its business more efficiently. The Standing Orders working party could include this in their deliberations. It was resolved to defer further discussion of the matter until the working party produced its report.

**S/O
working
party**

3. Communication: Cllr Stone suggested that there should be more communication between the Parish Council and the community and asked members to consider how this might be achieved. One way could be more informative articles in the Parish Newsletter, and by encouraging parishioners to engage more with the Council.

ALL

The Chairman suggested the working party consider the dates on which Parish Council meetings are held; the present first Thursday of the month sometimes falls too inconveniently for people to attend.

**S/O
working
party**

11.196 Planning Matters

1. Planning decision:

DECISION: 3/11/0282/FP Milburns, Conduit Lane, Great Hormead:
Conditional permission granted.

Six planning applications had been emailed to Councillors for consideration (one being received from EHC that afternoon). Councillors were opposed to the new process whereby plans are only accessible on-line and no hard copy being sent to the Parish Council. Large-scale plans cannot be properly or adequately scrutinised on a PC desktop screen.

The Clerk was asked to write to East Herts Planning to express the Parish Council's opposition to the new practice.

Clerk

2. and 3. For consideration:

3/11/1124/FP and 3/11/1125LB Great Hormead Bury
Replacement single story annex extension & basement:

No Objection

Clerk

3/11/1172/FP The Barn, Horseshoe Hill
Construct detached single garage:

No Objection

Clerk

4. Other planning matters received:

3/11/1157/FP and 3/11/1158/LB Old Swan Cottage, Hare Street
6 solar panels to outbuilding (retrospective):

Objection

Clerk

Objections were made because the solar panels in the retrospective application would materially affect the character of the listed building and could set a precedent.

It was agreed that the Clerk write an objection.

3/11/1144/FP Homeside, Conduit Lane, Great Hormead

Rear extension to existing garage and 1st floor conversion for accommodation. On the basis of sufficient scrutiny of the plans being impossible:

No Objection

Clerk

11.197 Finance

1. Report on the Council's finances

The Clerk explained that due to the extended period of time since the last full Meeting, the Accounts Statement covered the period from the 1st of May to the 27th of July 2011.

Finance Summary:

Balance brought forward 03/05/11:	£13,671.11
Plus income to 27/07/11:	£5,129.74
Less expenditure to 27/07/11:	£6,217.60
Add unrepresented cheque 100814:	<u>£113.94</u>
Available to Council (Reconciled with bank statement):	<u>£12,697.19</u>

Itemised Accounts shown on a separate Appendix

RESOLVED: That the Accounts Statement be accepted.

2. Authorise signing of orders for payment

Seven items were presented and agreed for payment, detailed on a separate Appendix; the signing of the cheques, 100816 -100822, was deferred until the end of the meeting. The Clerk requested that in future the cheque signatories also initial the cheque counterfoils. This internal control is good practice and is a safeguard against falsification and fraud. The cheques were duly signed by Cllr R Denham and Cllr D Ginn.

11.198 Correspondence

Received:

1. Barclays Bank change of mandate forms
2. e-on electricity: notice of price increase from 4 August/fixed price plan
3. EHC re Annual Playground Safety Inspection. (Cllr G Abbey emailed EHC confirmation on 28/6; to be carried out in August: Cost will be £46.55 excl VAT.
4. EHC Litter Picking 2011/12: cheque due £2243.96. NOW PAID INTO BANK
5. EHC Community Safety Partnership Anti-Social Behaviour & Projects Officer: Flyers for Summer Activities for Kids – passed on to the school.
6. The Clerk reported that he had received an invitation to attend the East Herts Strategic Land Availability Assessment Partnership meeting in September. The SLAA considers all types of land use as to whether it could be used for development over the next 20 years. He will report back to the Parish Council as to what may affect Hormead.

1. Clerk

6. Clerk

Sent

- BDO: amended Annual Return – inserting 2 missing details on audit form. Charge will be £25 (to be invoiced)

11.199 Special Interest Groups Reports

1 Village Hall: Cllr Stone gave a verbal report of the meeting of the Village Hall Committee that he had attended on 20th July. He reported that the section 106 agreement is in place and that a further planning application was being submitted, which included proposals to change the method of construction.

2 Highways: Cllr Abbey reported that he has a meeting with Herts Highways in the next week or two to discuss a number of ongoing issues.

GA

3 Footpaths and Byeways: Cllr Kilby was absent and therefore unable to give a report.

4 Website: Cllr Kilby was absent and therefore unable to give a report. Cllr Ginn asked when the Clerk might be able to take over the website; the Clerk reported that he had discussed this with Mrs Kilby and it would be handed over once the Clerk had settled in. The Clerk said that he had also spoken to Style Cymru about this.

Clerk

5 Schools: Chairman Cllr Denham reported that he had spoken to Mrs Jackie King regarding the important position of Schools Representative and had been given to understand that it was mandatory for the Council's representative to be a Governor. If no Councillor accepts the position, the Council might consider Mrs King being co-opted, if she agrees.

RED

6 Meads: Cllr Ginn reported that he had attended the Hornead Hares AGM but had been politely asked to leave before the Meeting started as it was for members only. Cllr Ginn felt disappointed at this since he believed that as the Council's Meads Representative, he might have been able to have a positive input if needed.

Chairman Cllr Denham said it was important to engage in dialogue with the Hares and that dates for a meeting with them should be considered as a matter of urgency. This should be arranged when as many members as possible would be available to attend. See 11.200.1 below.

It was agreed that the Clerk write to Hornead Hares expressing disappointment that the Council's Meads Representative had been excluded from their AGM.

Clerk

11.200 Other Matters

1 Hornead Hares Football Club: A working party to be formed to consider the new licence that will come into force in July 2012. Chairman Cllr Denham proposed that all Councillors are members of the working party. A meeting date is to be agreed.

**RED
Clerk**

2 Keys and keyholders: Chairman Cllr Denham proposed that a register be created of all Parish keyholders. The Clerk reported that Michelle Cavill had given him that evening a list of keys held by the Hares, including shed keys, which is as follows:

**RED
Clerk**

Michelle Cavill, Welfare Officer
Rob Cavill, Soccer Liaison Officer
Peter Worby, Treasurer
Dave Winkworth, Chairman
Mark Davis, Ladies Manager Committee
Nigel Brett, Groundsman

Chairman Cllr Denham requested that all old keys be returned to the Parish Council.

The Clerk confirmed that he now holds keys for the Village Hall and car park, and believed that he had received from Caroline Jones all the keys she had held (Notice Boards, The Meads gate and Pavilion).

3 Queen's Golden Jubilee Recognition: Mr Len Rogers had requested the Parish Council become involved. Chairman Cllr Denham to contact Mr Rogers for details of his expectations.

RED

4 Missing road sign for Great Hornead: Cllr Abbey to pursue with Herts Highways at his forthcoming meeting with them.

GA

11.201 Items for future agendas

Community projects
Consider Playscheme equipment repairs

11.202 Date of next meeting

Full Council: To be confirmed
There will be no Planning Meeting on the 4th of August

**RED
Clerk**

The Chairman proposed and it was **RESOLVED: *That Standing Orders be suspended to allow members of the public to make comments.***

District Cllr Rose Cheswright made the following comments relating to the evening's discussions:

1. County Councillors have a locality budget of £10,000, limited to a maximum for any one project
2. In the Localism plans, County Council has £100,000 in the Highways budget, with the intention of liaising with Parish Councils and involving people.
3. Regarding the SLAA, she recommended looking at the "Call for Sites" section on the East Herts website.
4. At a recent LDF meeting, the New Homes Bonus was discussed. It will sit alongside the existing planning framework for making planning decisions, and is intended to encourage local authorities to welcome growth by providing a bonus of up to £350 per home. It was not made clear how this will work, but the intention is that the economic benefits of growth are returned to the local area. Cllr Ginn asked if this adversely affected s106, and Cllr Cheswright replied it probably did not.

Michelle Cavill made the following comments:

1. A large number of rabbit holes were now damaging the football pitches. Cllr Ginn to contact Roy Jarman to fill them.
2. Dog mess continues to be a problem on the pitches. Chairman Cllr Denham acknowledged the problem but said it was virtually impossible to control.
3. It was asked who would replace Caroline Jones in supplying cleaning materials, which are locked in the shed. As Meads Representative, Cllr Ginn will liaise with the Hares and order supplies through the Clerk.
4. Michelle also reiterated that the Hares AGM was a closed meeting and that Cllr Ginn had, as reported, been politely asked to leave. She asked whether he had yet received a letter of apology, to which he replied that he had not.

1. DEG

**3. DEG
Clerk**

Standing orders were reinstated.

The meeting closed at 10.17pm.