

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Tuesday 20 November 2012, 8pm in the Meads Pavilion

**PRESENT:** Chairman Cllr Robb Denham (RED); Cllr Dave Baseley (DB); Cllr Jayne Denham (JD); Cllr Elaine Harding (EH); Cllr John Kilby (JK);

Clerk: Colin Marks

7 members of the public and Michael Havis, Hertfordshire Mercury.

- 12.180 Apologies for absence** **ACTION**
- 1. Apologies received from Councillors:** Cllr David Ginn (work)
  - 2. Other Councillor absences:** None
  - 3. Other apologies:** None
- 12.181 Declarations of Interest**
- No DPIs were declared. Non-pecuniary personal interests declared: Cllr E Harding, by living adjacent to Village Hall. Cllr R Denham, by being a school governor. Cllr J Kilby, by being VHMC Chairman, objected to being asked, saying the information was on the website.
- 12.182 Minutes of the Parish Council Meeting, 18 October 2012**
- Cllr Kilby objected to the Minutes, saying they were biased against the Village Hall and did not contain statements that he wished to be recorded. The Clerk warned that generalised comments about the quality of the Minutes were bordering on an employment matter, which should not be discussed with press and public present.
- Cllr Kilby said he had issues in respect of comments made regarding 1) That £100k had never been held in VHMC funds; 2) That Cllr Ginn had previously said he would pay the £600 solicitor's fee if the land was found to not belong to the parish Council; 3) That Cllr Ginn should not be referred to as the PC representative to the VHMC because he had never been accepted. (The Chairman said that they had no choice as the VHMC could not reject the Council's appointment).
- The wording for the proposed amendments was not agreed and therefore the minutes were not amended and not signed. They are therefore to be approved at the next meeting. **Clerk**
- Cllr Baseley proposed that previous Minutes are circulated to councillors two weeks before each meeting to give more time to consider them and to reduce time spent in meetings picking them over. Seconded by Cllr Kilby, agreed unanimously, it was **RESOLVED that previous Minutes are sent to councillors two weeks before each meeting.** **Clerk**
- The Clerk said he would advise councillors of a procedure to reduce the discussion time of Minutes in the meeting.
- 12.183 PCSO Report:** PCSO Higham was not present and did not send in a report.
- 12.184 Standing Orders update**
1. The Chairman said the Standing Orders need to be amended to encompass the requirement that interests be declared, even if they are non-pecuniary. There was a discussion, and it was explained that this was in the interests of transparency and to ensure members of the public in attendance were aware of councillors interests irrespective of whether they had been able to view them on the website. **RED/Clerk**
  2. It was also announced that an additional amendment to Standing Orders would have to be made because the Parish Council cannot deal with disciplinary matters relating to councillors, which must be referred to the Monitoring Officer. It was hoped to have the amended wording ready for approval at the December PC meeting. **RED/Clerk**

**12.185 Casual Vacancy**

Cllr Kilby asked why he had not been informed of the reasons for Cllr Morgan's resignation, to which the Chairman replied the reasons were personal.

The Clerk reported that the statutory EHC notice had been posted on the Parish Notice Boards giving parishioners until 6th December to request an election, after which date the council could seek a co-optee.

**12.186 Chairman's Announcements:**

The Chairman congratulated the VHMC on the sale of the land, although he commented that the result had not been officially notified. Cllr Kilby said the Chairman had been informed (although the Chairman maintained he had not received it), the result was on the VH website, and would be in the December Newsletter.

**12.187 PLANNING**

**1. Applications**

No new planning applications had been received

**2. Decision Notices**

**3/12/1132/FP Meadowlands, The Street, Little Hornead**

*Raise roof ridge with dormer windows, 2-storey rear extension and replacement garage*

**APPROVED WITH CONDITIONS**

**3. Other Planning matters:**

3/12/1520/FP 2 Layston Cottages, Hare Street

*Single storey rear extension*

**DECISION AWAITED**

**12.188 FINANCE**

1. The report of the Council's finances for 1 to 30 October 2012 was received (Appendix A).

Finance Summary:

Opening available balance 30/9/12:	£ 13,135.23
Plus income to 31/10/12:	0.00
Less expenditure to 31/10/12:	<u>2,577.90</u>
Available to Council:	<u>10,557.33</u>

(Reconciled with bank statement of 30th October)

Cllr Kilby noted that the current budget would not produce the savings presented at the last meeting. The Chairman explained that it had become apparent that the Meads maintenance contract, which runs until February, was based on an annual fee spread over 12 months and therefore did not relate to work specifically done each month. The exception was the preparation of cricket pitches, which were charged and paid for at an agreed rate for each match.

The Clerk confirmed that Standon Parish Council had been invoiced for its two councillors who attended the HAPTC training evening (and that having not attended in his Standon councillor capacity, he was not included in the charge).

Following a vote it was **RESOLVED that the Accounts Statement be accepted.**

2. The list of orders for payment was presented for authorisation to be signed (Appendices B1 and B2). The Clerk drew councillors' attention to a cheque being re-issued to ARC Locksmiths; the original cheque from September was lost in the post and has been stopped by the bank. Following a discussion it was **RESOLVED to approve all the invoices presented for payment.** It was agreed to defer the signing of cheques to the end of the meeting.

**Clerk**

<p><b>3. Draft budget 2013-14.</b> The Chairman asked councillors to forward him suggestions for discussion at the December meeting on what should be included in next year's budget. He pointed out that a draft precept figure was required to be sent to EHC by 11th January.</p>	<p><b>ALL</b></p>
<p>It was confirmed that for the current year, the Jubilee was the only project undertaken and this was fully funded in the current budget.</p>	
<p><b>12.189 Correspondence</b></p>	
<p>The list of correspondence was attached as an appendix to the Agenda and there was a discussion regarding some matters raised. Cllr Kilby complained to the Clerk that he was being denied copies of correspondence, which the Clerk refuted.</p>	
<p>Cllr Kilby said that he had not received copies of the correspondence between the Chairman and HHFC concerning the rubbish left in the car park and the shed key. The Chairman observed that Cllr Kilby did have the correspondence, having been copied in by HHFC. The Chairman also reported that the key problem has been resolved, it being discovered that Neil Gardner has a set.</p>	
<p>With regard to the complaint by a parishioner about rubbish being left in the car park used by HHFC, it had been suggested that there may be drug issue there; Cllr Kilby said he had reported it to the drugs contact in Hertford but was not aware of any action being taken. Cllr Jayne Denham said she would find out from the police, and via her contacts in Essex, what procedures operated in East Herts because it was a matter that would be taken very seriously.</p>	
<p><b>JD</b></p>	
<p>Cllr Baseley said a risk assessment should be carried out and that all issues raised need to be addressed and resolved. It was agreed that a Risk Assessment review should be raised on the next agenda.</p>	
<p><b>Clerk</b></p>	
<p><b>12.190 Special Interest Groups Reports</b></p>	
<p><b>1. Village Hall.</b> Nothing to report</p>	
<p><b>JK</b></p>	
<p><b>2. Highways.</b></p>	
<p><b>1. Winter salt:</b> The Clerk reported that salt had been ordered from HCC and it would be delivered to Mr Wyld in due course.</p>	
<p><b>DEG Clerk</b></p>	
<p><b>2. Holes in the road:</b> The Clerk confirmed that following changes at Herts Highways, all road defects should be reported by the public to Highways; the website link and phone number is on the PC website.</p>	
<p><b>3. Footpaths and Byways.</b> It was noted that where the Hertfordshire Way and the bridleway from Worsted Lane towards Furneux Pelham had been wrongly ploughed, they would be restored when conditions allow.</p>	
<p><b>JK RED</b></p>	
<p>It was noted that there is a question as to whether Footpath N<sup>o</sup> 14 has been suitably marked for walking and whether the entrance could be cleared. It was acknowledged that this problem is difficult to enforce and to get issues resolved.</p>	
<p><b>4. Website.</b> Nothing to report</p>	
<p><b>Clerk</b></p>	
<p><b>5. School.</b> The Chairman reported that the firework display had been a great success and that there was another school meeting shortly.</p>	
<p><b>RED</b></p>	
<p><b>12.191 Meads:</b> The following matters were considered:</p>	
<p><b>1. The Meads generally.</b> There was a discussion about advertising the Meads and the facilities in order to get new users. It is anticipated that HHCC and Sawbridgeworth CC will be hosted again in 2013. Football clubs need to be sought in March to give adequate preparation time for the 2013/14 season. Cllr Baseley agreed to give some thought as to how best to encourage new users.</p>	
<p><b>ALL</b></p>	
<p><b>DB</b></p>	
<p>The Clerk reported that, sadly, Bob Hammond, Fixture Secretary of Hare Street and the Hormeads Cricket Club, had died. Condolences of the PC had been expressed to the club and to his family.</p>	

2. Disabled Access to Pavilion. The Clerk reported that he has found an experienced builder for this work and will be discussing the requirements with him shortly. **Clerk**
3. Warning and Disclaimer Signs. The Clerk reported that two play-area signs were in hand. New signs for the river had not been progressed, and the dieback of vegetation on the riverbank had more clearly revealed the two existing warning signs. **RED Clerk**
4. Shed lock: Key not returned by HHFC. The matter has been resolved, as discussed under 12.189 *Correspondence* above
- 12.192 Queen's Diamond Jubilee recognition:** The Trust Deed is to be signed by the Chairman and Vice-Chairman and witnessed by the Clerk. In view of the Vice-Chairman's absence from the meeting, the Clerk would arrange the signing. Once these have been completed by Fields in Trust, they will be returned to the Clerk, together with the necessary forms for sending to Land Registry. **Clerk**
- 12.193 Neighbourhood Plan**  
This project has been under consideration for the whole year and there is still no core of parishioners taking volunteering to form a working party. There were questions as to whether there were sufficient residents interested enough to meet the 50% requirement for a Plan to be recognised as representing community's views. It was agreed to continue to advertise until the end of December for residents to volunteer, and if there is no uptake by then, to pursue it no further. The Chairman again said it would be good to hear from a cross section of the community and he hoped interest would be shown.
- 12.194 Village Hall:**  
1. The council was to consider action concerning the Parish Council's representative on the VHMC. The Chairman asked Cllr Kilby to leave the room because of his non-pecuniary interest and predetermined position as VHMC Chairman. Cllr Kilby declined to leave, saying it was not necessary, and that his position was no different to that of Cllr Harding, who had also declared an interest at the beginning of the meeting. He said he would leave if Cllr Harding also left. The Chairman said Cllr Harding's position was different because it related to planning issues, now defunct.  
The discussion regarding Cllr Ginn's appointment last January was deferred since he was not present.  
In answer to the question whether Elizabeth Collery was still considered by the VHMC as the representative, Cllr Kilby said she was not because her time had expired at the AGM. The Chairman noted that she had not been recognised as the PC representative once it was known that she took the position without informing the Council she was already a VH trustee.  
The Chairman then asked for nominations for appointment as the Council's representative on the VHMC. Cllr Baseley proposed himself, seconded by the Chairman, it was **RESOLVED that Cllr Dave Baseley be appointed as the Parish Council's representative on the VHMC. 3 votes for and 2 abstentions.** **DB**
2. The formation of a working party between the PC and VHMC was discussed. Both parties should now work together and a working party could be a starting point. Terms of reference would need to be drawn up. The Chairman asked that the VHMC contact him if it is open to the idea.
- 12.195 Parish Council meeting dates for 2013**  
There was a discussion on whether to leave the meeting dates as for 2012, ie the third Thursday of each month except August, or whether to revert back to meetings every other month. It was agreed that councillors would give further consideration and make a decision at the December meeting. **ALL**

A question was raised why the PC meets in the Pavilion rather than the Village Hall. The Chairman said the council was obliged to use its own facilities wherever possible. If the Village Hall needed support, there were other ways that could be done.

**12.196 Staffing Committee**

Following a brief discussion, it was agreed to defer the matter to the next meeting.

**ALL**

**12.197 Items for future agendas**

1. It was agreed for the Meads maintenance contract to be discussed at the December meeting (expires February 2013)
2. The possible need for a dog-waste bin for Hare Street was discussed. Councillors agreed that consideration should be given to what was needed and, if bins are necessary, where to site them. Councillors to consider further and report suggestions back to the next meeting.
3. Other items for consideration: *No other items were suggested.*

**Clerk  
ALL**

**ALL**

Adjournment for public comments

Following discussion, it was **RESOLVED** that the meeting be suspended to allow public comments.

- Mrs Marty Kilby, having previously interrupted the meeting on this point, again requested that the Clerk write to confirm the Council's nominated representative.

- Mrs Kilby noted that an item was missing from the Correspondence list which requested that emails from councillors concerning the VHMC should be sent to the VHMC secretary via the info@... email address. The Clerk pointed out that the latest Correspondence list, as appearing on the notice boards, website and distributed at the meeting, did contain the item. The Chairman commented that he was not in agreement with the request because it could keep VH trustees out of the information loop.

- Mrs Kilby then referred to an email, not on the correspondence list, from Cllr Ginn concerning the police being asked to investigate certain VHMC practices. The Chairman said that it was not Parish Council business, that in whatever actions he had taken, Cllr Ginn was not representing the Council - which in any case, he had no authority to do - and that he had acted entirely as a parishioner, without reference to the Council.

- Chris Harding asked if cars could legally park on footpaths, and what could be done to prevent it happening. It was agreed that it should not happen, and that offenders could be asked to move their vehicles. However, if an incident is reported there is unlikely to be quick a police response, particularly when the police's stretched resources are busy.

*The meeting was resumed.*

**12.198 Date of next Parish Council meeting:**

Thursday 20 December at 8pm in the Meads Pavilion.

The Chairman thanked everyone for attending and, there being no further business, the meeting was closed at 9.45pm.

**Signed**

**Dated**.....