

HORMEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 21 June 2012 in the Church Room, 8pm

PRESENT: Cllr Robb Denham (RED), Chairman; Cllr Elaine Harding (EH);
Cllr John Kilby (JK)

Clerk: Colin Marks

PC Nicky Hunt, PCSO Steve Blanks and six members of the public.

Before the meeting commenced, the Chairman made a statement that disorderly behaviour by either councillors or the public, such as was experienced at the May and Extraordinary Meetings, would not be tolerated. Should there be such interruptions, following this warning, the offender would be removed from the room. He explained that previous reprehensible behaviour was the reason the Council had asked for police officers to be in attendance.

Parishioner Colin Dedman asked if, before the meeting proceeded, he could thank the Parish Council for all it had done to make the commemoration of the Queen's Diamond Jubilee such a success, and an event that had been much appreciated by parishioners.

ACTION

12.108 Apologies for absence

- 1. Councillors:** Cllr Geoff Abbey (personal), Cllr David Ginn (work)
- 2. Other Councillor absences:** None
- 3. Others:** District Cllr Rose Cheswright, PCSO Amanda Higham (off duty)

12.109 Declarations of Interest

Personal interests were declared by Cllr Kilby and Cllr Harding (Village Hall) and Cllr Denham (School Governor).

The Chairman said new Disclosable Pecuniary Interests forms, handed to members at the meeting, were required to be completed by councillors to comply with new regulations under the Localism Act and which will become effective on 1st July. JK said these did not have to be returned to the Clerk because of the personal information they might contain, and he would return his directly to the EHC Monitoring Officer. RED asked JK why he had not disclosed all his interests previously, to which JK repeated that the information would be sent to the Monitoring Officer.

ALL

12.110 Casual Vacancies update:

The Clerk reported that no one has yet come forward for co-option.

12.111 Minutes of the Annual Parish Council Meeting, 17 May 2012

Following a vote, it was unanimously **RESOLVED that the Minutes be accepted as a true and accurate record.** It was agreed that the Chairman sign the Minutes at the end of the meeting.

12.112 Minutes of the Parish Council Meeting, 17 May 2012

Following a vote, it was unanimously **RESOLVED that the Minutes be accepted as a true and accurate record**. It was agreed that the Chairman sign the Minutes at the end of the meeting.

12.113 Minutes of the Extraordinary Parish Council Meeting, 1 June 2012

Following a vote, it was **RESOLVED that the Minutes be accepted as a true and accurate record**. It was agreed that the Chairman sign the Minutes at the end of the meeting.

12.114 PCSO Report

The Clerk read a report sent by PCSO Amanda Higham in which it was stated that, since the last meeting, there were no recorded crimes in Hormead. However, surrounding villages have experienced a large number of shed breaks. Anyone wanting security advice should contact Amanda.

In response, Cllr Kilby commented that he had reported an incident some weeks ago that was not mentioned in either this report or the previous one.

12.115 Chairman's Announcements

The Chairman thanked all who had contributed towards making the Diamond Jubilee celebrations a great success and for providing a memorable and fitting legacy for the community. He particularly acknowledged the support of Cllrs Ginn and Harding and their family members for their contributions throughout the evening, Stuart Taylor, Chrissie Withers, Sheila Beetles, Colin Dedman, Lynne Vinton and Geoff Robertson who were integral and invaluable to the successful gathering. To anyone he had missed, he offered sincere apologies – it was completely unintentional. The decent weather also helped make it an excellent evening.

The Chairman said the VHMC and the PC have tentatively agreed to an informal meeting to discuss issues and concerns. The meeting will not be minuted, but a précis would be made available. The Chairman reiterated that the Parish Council was not opposed to the new Village Hall plan.

12.116 Approval of Internal Audit

The Chairman explained the requirement for an internal and external audit. The Annual Internal Audit report had been approved and signed by Accountancy & Book-Keeping Services, but the Accounting Statement had needed some minor adjustments due to the auditor approving the accounts on a cash basis rather than on income and expenditure accruals. This had nominally affected both the 2011-12 and the 2010-11 figures. The adjustments had been agreed with the internal auditor.

Cllr Kilby felt he had not had enough time to consider the accounting statement before the meeting. The Chairman said the matter had been reported at the Annual Parish Council meeting in May and that overall differences to that report were minimal.

Following a vote it was **RESOLVED that the accounting and governance statements be approved**. These were then signed by the Chairman and the Clerk (Responsible Financial Officer).

Clerk

12.117 Hormead Hares Football Club contract

The Chairman apologised for the lateness in presenting the final draft of the contract to the Council.

The new contract suggested the annual fee for the Meads be increased to £4800 (from £3600) and for a year ending 30 April (ie 10 months for 2012-13), which would coincide with the football season.

Following considerable discussion over the merits and various aspects of the proposed new contract, in which Cllr Kilby opposed any fee increase and which were defended and justified by the Chairman and Cllr Harding, the Chairman asked councillors to consider the document further so that it can be voted upon at a later meeting.

ALL

Adjournment for public comments

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

No comments were made by members of the public.

The meeting was resumed.

12.118 Internal Administration

Standing Orders and the new standards regime: The Chairman reported that the Localism Act has now superseded work done on S/Os to date and that the latest information is awaited. He therefore proposed that the Council consider at the next meeting the new Code of Conduct and its implications for Standing Orders in the light of the information that should be available by then.

The Clerk gave a brief outline of the new Standards Regime adopted by EHC.

RED

12.119 PLANNING

1. Planning Applications

3/12/0830/FP Great Hormead Hall, Hall Lane

New build: 3-bedroomed house

No objections

Clerk

3/12/0722/FP Milburns, Conduit Lane

Variation request to 0/03/0835/FP: new garage, boundary wall and access alteration

No objections

Clerk

2. Decision Notices

3/12/0443/FP & 0444/LB Great Hormead Bury

Replacement porch

PERMISSION APPROVED SUBJECT TO CONDITIONS

3/12/0507/LB Milburns, Conduit Lane

Listed Building alterations to windows and internal layout

PERMISSION APPROVED SUBJECT TO CONDITIONS

3/12/0740/MA Milburns, Conduit Lane

Minor amendments to 3/03/0835/FP: alterations to fenestration

PERMISSION APPROVED SUBJECT TO CONDITIONS

11/02146/1CM Nuthampstead Shooting Range

Construction of new bund (HGV issues)

PERMISSION APPROVED SUBJECT TO CONDITIONS

3. Other Planning matters

None

12.120 FINANCE

1. The report of the Council's finances for the period 1–31 May 2012 was received (Appendix A).

Finance Summary:

| | <u>£</u> |
|--|-----------------|
| Opening available balance 30/4/12: | 10,826.06 |
| Plus income to 31/5/12: | 1,815.00 |
| Less expenditure to 31/5/12: | <u>4,269.02</u> |
| | 8,372.04 |
| Less March/April cheques cashed in May | <u>797.91</u> |
| Available to Council | <u>7,574.13</u> |

(Reconciled with bank statement):

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).

It was **RESOLVED to approve the invoices presented for payment.**

Clerk

It was agreed to defer the signing of cheques to the end of the meeting.

3. Diamond Jubilee Financial Report (Appendix C)

The Clerk presented the report which showed that the Parish Council, having accounted for all income and expenditure, ended with a surplus of £474.43.

The overwhelming majority of parishioners polled at the event said they would like any surplus money to be donated to RATS. Following a vote it was therefore **RESOLVED to send a cheque for £474.43 to RATS.**

Clerk

12.121 Correspondence

The list of correspondence was received (Appended to the Agenda).

The Clerk drew attention to the following items not covered elsewhere on the agenda:

- Mr Collery had made a FOI request regarding prejudicial interest advice.
 - HCC have given notice of The Street, Little Hornead, being closed later in the year (*additional note: details on Parish Council website*)
 - Mr Jack Smith requested a link to his tutor service on the PC website.
- The Council agreed to decline this request.*

Clerk

12.122 Special Interest Groups Reports

1. **Village Hall.** JK reported that two fund raising events were planned: a Quiz Night on 23 June and a 50s night on 30 June.

2. **Highways.** The Clerk said he was awaiting news from Raj Goutam (Herts Highways) for funding a Welcome to Gt Hornead sign. The size and number of potholes in the roads was also discussed and the best short-term solution is for them to be reported on the Herts Highways fault line (number in the Parish Council section of the Newsletter).

GA/Clerk

3. **Footpaths and Byways.** Marty Kilby said she was looking to create a Footpaths Map for the Parish. The Clerk said Dawn Grocock had just taken over from Colin Hambrook as HCC Countryside Access Officer, and suggested she might be able to help.

JK

4. **Website.** Nothing to report. RED suggested the Council might consider Facebook as a means of keeping in touch with the public.

Clerk

5. School. RED reported that plans for the Summer Fayre on 30 June had been finalised, all being done by volunteers. The school was looking at improving communication via its website and Link Newsletter.

The Chairman released the police officers to leave and thanked them for attending.

12.123 THE MEADS

1. Disabled Access to pavilion: No further update.

Clerk

2. QEII Grants deadline: The Clerk reported that the EHC grant deadline of 22 June could not be met because Fields in Trust were overwhelmed with a backlog of over 1300 deeds to execute - a grant prerequisite. However, another funding source, the SITA Trust Fund, has been identified; it has an application deadline of 23 July and the Clerk would endeavour to obtain funding there (execution of deed permitting).

Clerk

3. Warning and Disclaimer Signs: Prices for new signs were awaited from Broadmead Leisure.

Clerk

The Clerk reported on an accident that had occurred at the playground on 20 June. Councillors had been circulated with the correspondence. He read a site report from Broadmead Leisure that confirmed the roundabout in question complied with BS requirements. The insurance company would be informed. Notification had just been received from EHC regarding the annual RPII playground inspection, due in July. It was agreed to order the inspection.

Clerk

4. Cleaner for the Pavilion: The Clerk presented a report on Stephen Ruff's offer to be the cleaner and it was agreed to engage him for 2 hours a week at £12 per hour, subject to cleaning needs. A number of issues regarding the Pavilion had been raised by Stephen and these were being dealt with by the Clerk.

Clerk

The question of the necessity of the PHS contract was discussed, and the Clerk gave a report from Steve Wilson, District Environmental Health Officer. The Clerk to investigate and report further.

Clerk

12.124 Queen's Diamond Jubilee recognition

This was dealt with under agenda item 12.120.3 above

12.125 Neighbourhood Plan

RED said there had been no progress since the last meeting and the volunteers had not yet been formed into a working party. This would be progressed with some urgency.

RED

JK asked whether the Plan could affect the needs of the Hares for a new car park, to which RED responded that it could have an impact.

Cllr Harding apologised that she had to leave the meeting at this point for personal reasons she had previously explained.

The Chairman said that now the meeting was inquorate, the remaining agenda items would only be reported on.

12.126 Councillor Training evenings

1. Carina Helmn on Councillor Training: No further progress.

Clerk

2. The Chairman and Clerk reported they were booked into the HAPTC Chairmanship Workshop on 28 June.

RED/Clerk

12.127 Items for future agendas

No items were suggested.

12.128 Date of next Parish Council meeting

Thursday 19 July at 8pm in the Meads Pavilion.

There being no further business, the meeting closed at 9.25pm.

Signed **Dated**