

# HORMEAD PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Thursday 19 April 2012 in the Meads Pavilion at 8pm

**PRESENT:** Cllr David Ginn (DEG); Cllr Geoff Abbey (GA); Cllr Elaine Harding (EH); Cllr John Kilby (JK)

Clerk: Colin Marks

District Cllr Rose Cheswright (RC) and seven other members of the public

*In the absence of the Chairman Cllr Denham, the meeting was chaired by the Vice-Chairman, Cllr Ginn.*

**ACTION**

### 12.063 Apologies for absence

1. **Councillors:** Chairman Cllr Robb Denham (RED) - illness
2. **Other Councillor absences:** None
3. **Others:** PCSO Amanda Higham (off duty)

### 12.064 Declarations of Interest

Personal interests declared by Cllr Ginn, Cllr Kilby, Cllr Harding and Cllr Abbey in respect of the Village Hall.

### 12.065 Minutes of Parish Council Meeting 15 March 2012

Cllr Kilby disagreed with the note on the Agenda and asked where it came from. The Clerk and Chairman explained that it was a normal procedure to have a note clarifying interests and cited examples of EHC Development Control Agendas and Buntingford Town Council Agendas, and that the Chairman requested the note to be included. Cllr Kilby was not satisfied and asked that the Chairman explain at the next meeting. *Clerk's note: this comment was not relevant to approving the Minutes.* Following a vote, it was **RESOLVED that the Minutes of 15 March 2012 be accepted as a true and accurate record by a majority of 3:1.** The Chairman signed the Minutes.

### 12.066 Chairman's Announcements: None

### 12.067 PCSO Report:

In PCSO Higham's absence, the Clerk gave her report, which was that since 21 March there had been two reports of sheds/outbuildings being broken into. It was also noted that there is an increase of domestic heating oil theft in the area, although none reported within the Parish.

#### Adjournment for public comments

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

District Councillor Rose Cheswright asked about the progress of a Neighbourhood Plan and said there is a range of helpful information available. The Clerk showed her a CPRE/NALC booklet that had been

**Clerk**

distributed to councillors. Cllr Kilby wanted to know how much it would cost – figures in excess of £7,000 had been mentioned, to which RC replied that the cost was unknown and, to a great extent, in the hands of the Parish Council. Simon Hossack (SH) commented it would be negligent to not have a plan; Cllr Harding said parishioners need to engage in the process, to which SH responded that he would get involved. Mr Fremantle made reference to useful NP courses that CPRE run.

**RED  
ALL.**

*Standing Orders were resumed*

**12.068 Internal Administration**

1. Standing Orders revision is with the Chairman, and ongoing.
2. The Clerk reported that all councillors have returned their updated Register of Members' Interests.
3. Audio/video recording of meetings: Following a request from a parishioner at the last meeting, the Clerk read a report on the subject from the EHC head of Democratic Services. It is unusual for Parish Councils to record their meetings, and if the council decided to record their proceedings, it would entail amending Standing Orders and a policy would have to be agreed for storage and retention.

**RED  
Clerk  
ALL  
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**12.069 PLANNING**

**1. Planning Applications**

**3/12/0443/FP, and 0444/LB Great Hornead Bury**  
*Replacement porch*

**No Objections**

**Clerk**

**3/12/0507/LB Milburns, Conduit Lane**

*Listed Building alterations to windows and internal layout* **No objections**

**Clerk**

**2. Decision Notices**

**3/11/1164/FP and 1165/LB White House Lodge, Hare Street**

*Alterations to windows; additional porch and internal alterations*

**LISTED BUILDING CONSENT GRANTED SUBJECT TO CONDITIONS**

**3/12/0250/FP Willow Close, Great Hornead**

*Demolish garage block and replace with social housing*

**APPLICATION HAS BEEN WITHDRAWN**

**3. Other Planning matters**

1. **11/02146/1CM:** Nuthampstead Shooting Range: Development Control Committee meeting 24 April. Cllr Kilby reported that he is attending and Marty is due to speak. He offered to take anyone who is interested. Cllr Cheswright said anyone may attend to listen.
2. No further applications received.

**12.070 FINANCE**

1. The report of the Council's finances for the period 29 February to 31 March 2012 was received (Appendix A).

Finance Summary:

Opening available balance 29/2/12:	£ 6,827.04
Plus income to 31/3/12:	300.00
Less expenditure to 31/3/12:	<u>4,308.95</u>
Available to Council:	<u>2,818.09</u>

(Reconciled with bank statement 318):

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

Cllr Kilby asked whether the Parish Council was registered for PAYE. The Clerk confirmed it was, and that PAYE was dealt with by the Chairman.

3. BDO Annual Audit: The Clerk reported that the internal audit is being undertaken on 1 May and that the audit completion date is 13 July. **Clerk**

4. Good Neighbours Scheme had written to ask for a donation; after consideration it was **RESOLVED to donate £125.** **Clerk**

Cllr Kilby said he had just received a note requesting a donation for the over 60's lunch, but was not prepared to say who had given it to him.

### 12.071 Correspondence

The list of correspondence was received (Appendix C). Cllr Kilby asked the Clerk to go through each item on the list with an explanation. He also said that not all emails were being circulated to Councillors or acknowledged. The Clerk said this had only happened when the Chairman had expressed his desire to respond personally to the sender. Cllr Ginn asked the Clerk if, in future, he would make the list available to the public as part of the agenda. **RED/Clerk**

Matters arising where not covered elsewhere on the agenda:

- Mr L Rogers had requested information about the budget. The Chairman was responding. **RED**

- Mrs C Withers had reported a railing missing from the Meads road bridge and now in the riverbed of the Quin. Cllr Abbey and the Clerk had investigated and all railings appeared to have been repaired. **Clerk**

- HHFC had requested a breakdown of the Meads costs. The Chairman and Clerk were responding. **RED/Clerk**

- Mr R Northover had sent an email to the Chairman regarding issues relating to the Meads' users and the adjacent landowners. The Chairman was responding. **RED**

- EHAPTC: Cllrs Denham and Harding were attending the Meeting at Widford on 24 April where the National Planning Policy Framework was being discussed. **RED/EH**

### 12.072 Special Interest Groups Reports

1. **Village Hall.** No report. Cllr Ginn said that since he was still not recognised as a trustee, this would be added to the next agenda.

2. **Highways.** Cllr Abbey reported that the work to Hall Lane had been completed. The Clerk reported that he had approached Herts Highways and Arien signs regarding a Welcome to Gt Hormead sign. Verification of costs were being sought, but were not excessive if produced to HH standard size/wording. GA and DEG to liaise on siting position. RC suggested Cllr Jane Pitman might be able to help. **Clerk GA/DEG**

3. **Footpaths and Byways.** No report. **Clerk**

4. **Website.** The Clerk reported he was liaising with Style Cymru to improve navigation around the site. **Clerk**

- 5. School.** No report.
- 12.073 Meads:** The following matters were considered:
- 1. Play Area Repairs update.** The Clerk reported that the grant had been received and banked at the beginning of April (£810).
- 2. Disabled Access to pavilion.** The Clerk reported that options for a solution were still being considered. Simon Hossack offered to help. **Clerk**
- 3. Car parking on the B1038 and B1368.** Further to the last meeting, the Clerk had spoken to the police. They no longer provide cones, and if privately purchased, could be a deterrent, but would be unenforceable **Clerk**
- 4. Warning and Disclaimer Signs.** The Clerk reported that Simon Hossack had made and placed signs along the river and on the field gate, for which he was thanked. Playground signs would be done next **Clerk**
- 5. Contract renewals:** In the absence of the Cllr Denham, this item was deferred to the next meeting. The Clerk confirmed that Breeze & Wyles had drawn up draft contracts. **Clerk  
RED**
- 6. Watering restrictions.** The Clerk confirmed that the cricket square could not be watered due to the drought restrictions and that he was continuing to monitor the situation with Neil Gardner. **Clerk**
- 12.074 Hormead Hares Football Club**  
Nothing further to report. **RED/Clerk**
- 12.075 Queen's Diamond Jubilee:** It was agreed to defer discussion of this item to the end of the meeting.
- 12.076 Councillor Training evenings**  
**1.** Carina Helmn on Councillor Training: Date yet to be agreed. **Clerk**
- 12.077 Casual Vacancy**  
The Clerk reported that no applications for the co-option vacancy had been received. Cllr Ginn invited members of the public present to consider applying. **Clerk**
- 12.078 Painting of phone boxes: update**  
The Clerk reported that the paint had been purchased and that Stephen Ruff would be painting the boxes over the next few weeks.
- 12.079 Items for future agendas**  
**1.** Joining the New Standards regime: To be considered once details of the proposal are published by EHC. **Clerk**  
**2.** Insurance: the renewal policy has been received and is with the Chairman for comments. Cllr Harding raised the need for new locks for the doors and a small padlock for the broom cupboard. **RED/Clerk**  
**3.** Other items for consideration: No other items suggested.
- 12.080 Date of next meeting**  
After discussion it was agreed to hold the **Annual Parish Meeting on Thursday 17 May at 7pm** in the Meads Pavilion, followed by the **Annual Parish Council Meeting** the same evening at **8pm**. **Clerk**

**12.075 Queen's Diamond Jubilee:** Deferred from earlier in the meeting.

**1. Jubilee Celebration update:**

- Having considered various venues, it had been decided to hold the event on the Meads from approx 5pm to 11pm.
- Simon Hossack confirmed that a beacon had been ordered from Bullfinch.
- The event will include a barbecue, refreshments, music, possibly fireworks.
- Necessary licences to be considered.
- A painting competition was suggested for the schoolchildren, and Cllr Cheswright was invited to judge them and present a prize on the day. She requested a programme of events once it had been finalised.
- A marquee, was owned by the VH and upon request, Cllr Kilby agreed to donate its use free of charge.
- The church to be asked if their chairs and tables could be borrowed for the event.
- It was to be confirmed whether The Three Tuns would run an outside bar. If not, DEG to see if someone with a licence could run one. It was also suggested the Beehive be approached.
- Cllr Ginn appealed to the community for volunteers to help in both the arranging and running of the event.
- A raffle to be organised to help raise funds.
- It was suggested people be invited to bring their own food as a picnic and to supplement that being offered on the day.
- Arrangements for the provision of a barbecue were considered and Simon Hossack offered to help source a supplier.
- It was considered that any proceeds could go towards donations for the school and the over 60s.
- Advertising will need to be considered.
- It was agreed to advertise in the Newsletter for volunteers.
- Considered was given to registering the beacon on the Beacon website.

**DEG  
DEG/Clerk  
DEG**

**DEG/Clerk**

**JK**

**Clerk**

**DEG**

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Clerk**

**2.** It was agreed to give a donation to the school in lieu of Commemorative Mugs, the value of which would have been £150.

**3.** QEII Fields Award: The Clerk suggested that, although there might be no practical advantage, registration of the field with a commemorative plaque on the Pavilion might be a suitable legacy of the Jubilee. The cost would be about £115. It was *unanimously* **RESOLVED that the Meads be registered.**

**Clerk**

**4.** Grants for Jubilee event: Cllr Ginn confirmed that a grant application for the maximum £300 had been made to EHC. Cllr Jane Pitman will be approached for funding from her locality budget.

**DEG/Clerk**

There being no further business, the meeting closed at 9.40pm.

**Signed** ..... **Dated** .....