

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 21 March 2013 at 8pm in the Meads Pavilion

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

Clerk: Colin Marks

2 members of the public.

- 13.040 Apologies for absence** **ACTION**
- 1. Apologies received from Councillors:** Cllr John Kilby (business), Cllr D Ginn (business)
  - 2. Other Councillor absences:** None
  - 3. Other apologies:** PCSO Amanda Higham
- 13.041 Declarations of Interest**  
No interests were declared at this time.
- 13.042 To approve Minutes of the Parish Council Meeting, 21 February 2013**  
Following a vote, it was unanimously **RESOLVED** *that the Minutes of 21 February 2013 be accepted as a true and accurate record.*  
The Chairman signed the Minutes at the end of the meeting. **Clerk**
- 13.043 Casual Vacancy**  
The Chairman reported that no one had yet applied to be co-opted. **Clerk**
- 13.044 PCSO Report.**  
PCSO Higham submitted a report via the Clerk that no crimes had been recorded in the Parish since the February meeting.
- 13.045 Register of Interests: update**  
It was noted that, to date, Cllrs R Denham, J Denham and E Harding had submitted their updated registers, which were now on the website; Cllr Baseley requested and was duly given a new register form to complete. **All/  
Clerk**
- 13.046 Chairman's Announcements:** None
- 13.047 PLANNING**
- 1. Applications:**
- 3/13/0352/FP 2 Vine Cottages, Hare Street:** *Two storey rear extension and front storm porch* **Clerk**  
*SUPPORTED BY PARISH COUNCIL*
- 3/13/0313/LB St Mary's Church, Little Hormead:** *Foundation below nave floor to support exhibited Norman door* **Clerk**  
*SUPPORTED BY PARISH COUNCIL*
- 3/13/0415/FP Bridge House, Great Hormead:** *First floor front extension residential annexe* **Clerk**  
*SUPPORTED BY PARISH COUNCIL*
- 3/13/0438/FP White Cottage, Horseshoe Lane:** *Single and two storey rear extensions with open porch* **Clerk**  
*NO COMMENTS*
- The Parish Council agreed that it wanted to be more positive in its statements to East Herts Planning and therefore instructed the Clerk to record its support for those applications of which it had sufficient knowledge. **Clerk**

## 2. Decision Notices

**3/13/0102/FP 1 Vine Cottages, Hare Street:** *Single storey rear extension and front storm porch:*  
It was noted: *APPLICATION WITHDRAWN*

## 3. Other Planning matters:

It was noted that the public hearing for The Planning Inspectorate's Modification Order to certain parish footpaths and bridleways is on Tuesday 26th March in Benson Hall, Buntingford. The Clerk confirmed that official notices and maps were posted on the parish notice boards and on the Parish Council's website.

Clerk

### 13.048 FINANCE

1. The report of the Council's finances for 30 January to 27 February was received (Appendix A).

Finance Summary:	£
Opening available balance 30/1/13:	6,585.89
Plus income to 27/2/13:	0.00
Less expenditure to 27/2/13:	1,480.74
Less unrepresented cheques to 27/2/13:	<u>595.66</u>
Available to Council:	<u>4,509.49</u>

(Reconciled with bank statement #336 of 27th February)

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

Clerk

2. The list of orders for payment was presented for authorisation to be signed (Appendices B1 and B2). Following a discussion it was unanimously **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/  
RED

3. The internal Financial Controls and Financial Risk Management procedures were evaluated, and following a vote it was unanimously **RESOLVED that the Financial Controls and Financial Risk Management procedures be approved as effective and satisfactory.** The document was signed by the Chairman and the Clerk after the meeting.

Clerk/  
RED

### 13.049 Correspondence

The updated list of correspondence was circulated and there was a brief discussion on certain items:

1. Stephen Ruff reported that there was an increase in dog-fouling. It was agreed to contact the dog warden and ask them to patrol the village. Some parishioners had asked whether there could be more dog-waste bins along the footpaths, but since these are mostly across private land, the Parish Council is unable to take any action.

Clerk

2. HHFC car park rubbish: *Discussed at 13.056.6 below*

### 13.050 Special Interest Matters

**1. Village Hall.** Cllr Baseley reported that the sale of the VH building plot had now been completed, that Building Regs issues were being tackled and the plan was moving forward to build within the budget constraints. Cllr Baseley clarified that Marty Kilby had not yet resigned as VHMC Secretary, as had been previously understood and reported, but that she was proposing to step down following the AGM if someone would take on the position. He also reported that Elizabeth Collery was now back on the Committee.

DB

#### **2. Highways.**

The Clerk said that the B1038 was caving into the Hormead Brook just east of the Three Tuns. It had been reported to Highways and was on their work schedule.

Clerk

	<p><b>3. Footpaths and Byways.</b> The Chairman reported that the reinstatement of some footpaths and bridleways was still for resolution and that the County Rights of Way Officer, Dawn Grocock, was helping with this. The Modification Order affecting some parish footpaths and bridleways was being discussed at a public meeting in Buntingford on 26 March. Information will be updated on the PC website and the notice boards as it becomes available.</p>	RED
		Clerk
	<p><b>4. Website.</b> The Clerk had nothing to report</p>	Clerk
	<p><b>5. School.</b> The Chairman had nothing to report.</p>	RED
	<p><b>6. Parishioners' concerns.</b> HHFC car park: The dumping of rubbish, reported to the Chairman, was discussed and it was acknowledged that since it is private land, the Parish Council is unable to take any action. However, it was agreed that the Clerk write to the land-owner to make him aware of the reported incident.</p>	Clerk/ RED
13.051	<p><b>Meads and Pavilion:</b> The following matters were considered:</p>	
	<p><b>1. The Meads generally.</b> No further progress had been made in securing new users. The Clerk reported that he had been in discussion with the Environment Agency, endeavouring to get them to clear the River Quin of debris and silt. As yet, they have not agreed to do the work.</p>	ALL Clerk
	<p><b>2. Disabled Access to Pavilion.</b> It was agreed that, since this did not pose a problem to current users, it would be re-assessed at a later date.</p>	Clerk/ DB
	<p><b>3. Warning and Disclaimer Signs.</b> Cllr Baseley declared a Disclosable Pecuniary Interest because his company had quoted for the signs. The revised quote for 10 warning notices was discussed and it was unanimously <b>RESOLVED that Base Developments be asked to provide and install the signs for £325 plus VAT as quoted.</b></p>	Clerk/DB
	<p><b>4. Meads and open spaces maintenance contract.</b> The tenders submitted by four contractors were discussed at length and after due consideration it was unanimously <b>RESOLVED that the contract be awarded to Earthworms Sports Ground Care.</b></p>	Clerk
	<p><b>5. Hire Charges for the 2013 cricket season.</b> These were discussed against the cost of maintaining the pitch and preparing the wickets, and after due consideration it was unanimously <b>RESOLVED to leave the charges unchanged for the coming year.</b></p>	Clerk
	<p><b>6. Removal of past users' rubbish from the Meads.</b> Following a discussion, it was agreed that Cllr Baseley would arrange to have all rubbish, rollers etc removed from the site, with the exception of HHCC's motorised roller, which would go in the garage shed once the ground is firm enough for it to be moved. <i>(Clerk's note: Cllr Ginn subsequently volunteered to remove all the rubbish himself.)</i></p>	DB/ Clerk/ DEG
	<p><b>7. Sheila Beetles' offer of chairs and tables.</b> This was discussed and it was agreed this was an excellent offer and they would be a very useful addition to the Meads facilities. It was agreed that a token donation be offered. Following a vote it was unanimously <b>RESOLVED to accept Sheila Beetles' offer of tables and chairs.</b></p>	Clerk
	<p>Cllr Baseley reported that he had brought down to the Pavilion 9 chairs loaned from the Village Hall (not 10 as was originally agreed).</p>	
	<p><b>8. Risk Assessments.</b> The Risk Assessment conducted by the Chairman and Clerk was discussed. It was agreed that the tree safety assessment be completed by them at the end of the month, as would be the pavilion items. The cleanliness of the cooker was of concern and it was unanimously <b>RESOLVED that the Clerk employ a reputable oven cleaning company to clean the cooker.</b> Cllr Baseley to advise of suitable companies.</p>	Clerk/ DB

- 13.052 Queen's Diamond Jubilee recognition: QEII Award**  
 1. Update on Land Registration: The Clerk reported this was now completed. **Clerk**  
 2. Royal Oak sapling: To be planted when the weather improves, with a protective guard. **Clerk**
- 13.053 Neighbourhood Plan:**  
 The Chairman reported that no volunteers have yet come forward. **RED**
- 13.054 Village Hall**  
 1. Update on working party: It was considered this had been covered by the discussion under 13.050.1 above. **DB/ALL**  
 2. Parish Council's representative on the VHMC: Following a discussion, during which Cllr Baseley said the VHMC would not accept Cllr Ginn the PC's representative, it was agreed that Cllr Baseley continue in this role. **DB**
- 13.055 Staffing Committee**  
 The Committee's Terms of Reference document was considered and following discussion it was unanimously **RESOLVED that the Terms of Reference of the Staffing Committee be accepted as submitted.** **RED/DEG JD /Clerk**
- 13.056 New dog waste-bin**  
 The Clerk reported that the bin had been delivered and that Stephen Ruff would install it after Easter. **Clerk**
- 13.057 Annual Parish and Annual Parish Council Meetings dates**  
 Dates were discussed and it was agreed to hold the **Annual Parish Meeting on Thursday 9 May in the Church Room**, if it is available. **Clerk**  
 It was agreed to hold the **Annual Parish Council Meeting on Thursday 16 May in the Pavilion, followed by the May full Parish Council meeting** **Clerk**
- 13.058 Urgent matters not elsewhere on the agenda:** None
- 13.059 Items for future agendas**  
 1. Safety fencing along the river bank **Clerk/RED**  
 2. Notice Boards: The Clerk reported that the Notice Boards were in need of cleaning and varnishing; Stephen Ruff would provide a quote for the next meeting. **Clerk**  
 3. Other items for consideration: *No other items were suggested.*
- Adjournment for public comments**  
 Following discussion, it was **RESOLVED that the meeting be suspended to allow public comments.**  
 No comments were received from the public.  
***The meeting was resumed.***
- 13.060 Date of next Parish Council meeting:**  
 Thursday 18 April 2013 at 8pm in the Meads Pavilion.  
 There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.15pm.

Signed .....Dated.....