

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 17 January 2013, 8pm in the Meads Pavilion

PRESENT: Chairman Cllr Robb Denham (RED); Cllr David Ginn (DEG); Cllr Dave Baseley (DB), Cllr Jayne Denham (JD); Cllr John Kilby (JK);

Clerk: Colin Marks

3 members of the public.

- 13.001 Apologies for absence** **ACTION**
- 1. Apologies received from Councillors:** Cllr Elaine Harding (family commitment)
 - 2. Other Councillor absences:** None
 - 3. Other apologies:** PCSO Amanda Higham, Rev Kate Peacock
- 13.002 Declarations of Interest**
- Non-pecuniary personal interests declared: Cllr D Ginn and Cllr J Kilby on Village Hall matters; Cllr R Denham, by being a school governor;
- 13.003 Minutes of the Parish Council Meeting, 20 December 2012**
- Following a vote, it was unanimously **RESOLVED that the Minutes of 20 December 2012 be accepted as a true and accurate record.** **Clerk**
- The Chairman signed the Minutes at the end of the meeting.
- 13.004 Casual Vacancy** **Clerk**
- The Clerk reported that no one had yet applied to be co-opted.
- 13.005 PCSO Report.** The Clerk read a report sent by PCSO Amanda Higham:
- Since the December Parish Council meeting, no crimes were reported in Great or Little Hormead, but two were reported in Hare Street: Damage to a vehicle on 28th December, and a shed burglary on 9th January.
- The main focus at present was poaching, involving all villages along the B1368/old A10 corridor to Thundridge. Most Buntingford Police Officers were working until 3am when on duty.
- PCSO Higham also gave her beat surgery dates and locations for the next three months; the Clerk said these would be posted on the notice boards and the Council website. **Clerk**
- 13.006 Standing Orders**
- The Chairman had circulated a revised version of Standing Orders. He proposed they be adopted, and it was unanimously **RESOLVED to adopt the Standing Orders as presented to the meeting.**
- 13.007 Register of Interests** **RED/Clerk**
- The Chairman reported that, as yet, no new-style Register of Interest forms had been received by the Clerk. He reminded members that the forms should be sent to the Monitoring Officer at EHC and to the Clerk for the website. He also emphasised that the Register should include details of spouse's interests and work. Cllr Ginn asked for the deadline for submissions and the Clerk said all amendments/changes should be notified within 28 days of members becoming aware of them. **ALL MEMBERS**
- 13.008 Chairman's Announcements:** None
- 13.009 PLANNING**
- 1. Applications:** None received

2. Decision Notices

3/12/1824/FP The Chapel, Horseshoe Hill

Infill of ground-floor open space within dwelling footprint:

PERMISSION GRANTED

3/12/2027/FP White Cottage, Horseshoe Lane

Single storey side & rear extension and porch:

DECISION AWAITED

3/12/2027/LC White Cottage, Horseshoe Lane

Demolition of stables:

DECISION AWAITED

3. Other Planning matters:

Parish footpaths and bridleways: Cllr Ginn said he would look at The Planning Inspectorate's Modification Order, consider whether a statement of case should be submitted, and whether to make representations at the public hearing in March. *Clerk's note following the meeting: the public meeting has now been arranged for 10am on Tuesday 26th March at Benson Hall, Buntingford.*

DEG

13.010 FINANCE

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

Finance Summary:

Opening available balance 30/11/12:	£ 9,051.63
Plus income to 31/12/12:	60.00
Less expenditure to 31/12/12:	<u>1,355.48</u>
Available to Council:	<u>7,756.15</u>

(Reconciled with bank statement of 29th December)

The Chairman commented on the number of cheques not cashed within the month. The Clerk said this had become a feature since the decision to hold meetings later in the month. The Chairman made the point that regular contract payments, already agreed in principle by the Council, could be paid at the Clerk's discretion.

Clerk

Following a vote it was unanimously **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). 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

3. Draft budget 2013/14. Draft budget figures were presented by the Chairman, who pointed to the 2013/14 Tax Base changes as advised by EHC and the possibility of precept increases being capped at 2% for 2014/15. Following a discussion, Cllr Ginn moved that, in view of the reserves held by the Council being considerably lower than recommended, the precept be increased by £250 to help cover contingencies. Cllr Kilby, however, proposed the precept remain at £16,500. Taking the proposals in order, the Chairman asked if a member would second Cllr Ginn's proposal, to which there was no response. Cllr Kilby then moved his proposal, seconded by the Chairman, and following a vote it was **RESOLVED by 3 votes to 2 that the precept remain at £16,500 for 2013/14.** Cllr Ginn requested a recorded vote: For the motion, JK, RED, DB. Opposing the motion, DEG, JD

Clerk

13.011 Correspondence

The updated list of correspondence was circulated and there was a brief discussion, most of the issues being on the agenda. The Clerk drew attention to two items in particular:

1) Stephen Ruff reported that dog-waste bags are being left in the litter bin at the childrens' play area (only a few yards from the dog bin in the car park), and also that bags of dog-waste are being discarded in the undergrowth around the Meads or hung on trees. He asked for these practices to be addressed and condemned in the Newsletter, and by whatever other means the Council had at its disposal.

Clerk

RED

	<p>2) Stephen also reported that the Affinity Water contractor, at the completion of their work immediately before Christmas, had left large amounts of rubbish in Little Hormead. It had taken him over an hour to clear it up, and the contractor had also smashed the seat at the junction of The Street and Worsted Lane. The Clerk said that he had reported the matter to Affinity Water, who had referred it to their contractor, Enterprise. He was now awaiting a response from the Project Manager and would report back to Council in due course.</p>	Clerk
	<p>Cllr Kilby commented on the request from Mrs Whitten regarding her Hummerstone family connections with the parish and reported he was now in the process of drawing up a family tree for her.</p>	
13.012	Special Interest Groups Reports	
	<p>1. Village Hall. Cllr Baseley reported that he had attended his first meeting on 15th January. Regarding the sale of land, he said the purchaser was keen to proceed, subject to certain issues being resolved. Tenders would soon be going out to builders. The VAT question had been settled and it was agreed to stick with the approved plan which, although attracting VAT, still presented the most viable option. The final selling price was in the region of £270k.</p>	DB
	<p>It was agreed to bring forward Agenda item 13.016 VHMC Working Party for discussion at this point: The Chairman noted an email sent that day by VHMC Secretary, Marty Kilby, advising that at its meeting on 15th January, the VHMC had responded to the Council's suggestion and created a working party comprising Cllr Kilby and Cllr Baseley, and had produced an agenda without reference to the Parish Council. He pointed out that the PC had only floated the idea of a working party to see if the VHMC were interested in the idea before attempting to create any terms of reference or agenda.</p>	RED/DB
	<p>There then followed a discussion on the possible objectives and merits of a working party. Cllr Kilby was of the opinion that there was no interest among the trustees for this. The Chairman explained there were no fixed ideas, but rather a hope that the two parties might have a loose reciprocal arrangement and be able to work together in whatever way possible. Cllr Jayne Denham said that things had to change and move forward for the good of the community. She acknowledged that the term "working party" might not give the right impression because the thought was not necessarily to create a group to do particular jobs, but rather that it might have a mediatory capacity to help heal the rift that had developed between the Parish Council and Village Hall Committee.</p>	
	<p>Cllr Baseley said that some years ago he had held a set of VH deeds, but could not recall whether they were the originals or copies.</p>	
	2. Highways.	
	<p>1. Winter salt: Cllr Ginn said he would check the salt bin situation with Highways.</p>	DEG
	<p>2. There was a discussion on the ongoing flooding problems by Wildacre and Silk Farm, which had been reported and attended by Highways.</p>	Clerk
	<p>3. Footpaths and Byways. The Chairman reported on the ongoing reinstatement issues, saying that Covenach Estates had reinstated the footpath east from the B1368. However, the Faylands footpath cannot be worked on until the weather improves. It was also noted that horse riders are using some footpaths that do not have bridleway status, which is ruining the surface for pedestrians. An update will be reported at the February PC meeting.</p>	RED
	<p>4. Website. The Clerk reported that he and the Chairman had discussed improving the website and that this was being pursued with Style Cymru. The idea of creating a community forum was rejected because it is open to abuse and would need close monitoring. The ability to see website activity, a "hits" register, was considered to be a good idea.</p>	Clerk
	<p>5. School. Nothing to report</p>	RED
13.013	Meads and Pavilion: The following matters were considered:	
	<p><u>1. The Meads generally.</u> It was noted that green fees need to be reconsidered for 2013. To date, neither HHCC nor Sawbridgeworth CC had presented their 2013 fixture list. There was further discussion on the need to advertise the facilities and to try and get more users.</p>	Clerk/RED/ ALL MEMBERS

<p><u>2. Disabled Access to Pavilion.</u> The Clerk said he had had a site meeting with the builder, who was considering a relatively simple solution for Council's consideration.</p>	Clerk
<p>The issue of large puddles in the car park was more difficult to resolve due to the lack of drainage options. Resurfacing with MOT Type 1 crushed concrete between the gate and Pavilion was probably the best solution. An estimate of cost would be provided in due course.</p>	Clerk
<p><u>3. Warning and Disclaimer Signs.</u> The new play-area sign is in hand.</p>	
<p>It was agreed to discuss Future Agenda item 13.020.2: Danger signs for the river and dog-fouling signs. It was unanimously RESOLVED to delegate powers to the Clerk to obtain the signs, arrange for them to be sited, and to enlist the help of Cllr Baseley to do so.</p>	Clerk/DB
<p><u>4. Donation to HHCC.</u> Following the proposal by Cllr Ginn to make a donation of £30 to HHCC, it was unanimously RESOLVED to donate £30 towards the cost of the memorial bench for Bob Hammond. The Clerk to liaise with HHCC regarding the siting of the bench.</p>	Clerk
<p><u>5. Meads and open spaces maintenance contract.</u> The Clerk provided members with an outline of the existing contract drawn up in 2011 and which expires in February. After a discussion it was agreed that the new contract should be on a different basis, identifying each element of cost in order to make more sense of charges and to have more control over expenditure. It was further agreed that Councillors consider with some expediency the specification against which contractors would be invited to tender.</p>	ALL MEMBERS
<p>The Clerk reported that he had contacted four contractors who had expressed an interest in tendering. It was agreed that maintenance of the cricket square and outfield was fundamental to continued use by the cricket clubs.</p>	Clerk
<p><u>6. More chairs and a new heater for the Pavilion.</u> These needs were discussed. Cllr Kilby said there were spare chairs at the Village Hall that could be loaned to the Council, and the offer was readily accepted. Cllr Baseley and Cllr Kilby to arrange for 10 chairs to be brought down to the Pavilion in time for the February meeting.</p>	DB/JK
<p>Following further discussion it was RESOLVED that the Clerk, with the assistance of Cllr Baseley, purchase a more effective heater for the Pavilion.</p>	Clerk/DB
<p>13.014 Queen's Diamond Jubilee recognition: QEII Award</p>	
<p>1. Update on the registration of the QEII Field with Land Registry: The Clerk reported that Land Registry had made the new registration in the name of Marty Kilby, who had originally registered the land, and that they would not change the name without comprehensive proof of ID, supported by a conveyancing solicitor, and the requisite forms being completed. This was in hand.</p>	Clerk
<p>2. Commemorative Plaque: The Clerk presented the plaque to Council and following discussion, it was agreed to site it on the outside Pavilion wall, to the right of the door. Cllr Basely said he would arrange the fixing.</p>	DB
<p>3. Royal Oak sapling: The Clerk reported that this had been ordered and that a suitable site would have to be decided. It was agreed that it would have to be protected from rabbits and possibly vandals. No plaque was being provided to identify it as a Jubilee tree.</p>	Clerk
<p>13.015 Neighbourhood Plan:</p>	
<p>The Chairman reported that no one had come forward and that no progress had been made.</p>	RED
<p>13.016 Village Hall:</p>	
<p>This item was discussed under 13.012.1 above.</p>	
<p>13.017 Staffing Committee</p>	
<p>The Chairman said he would endeavour to draw up terms of reference that could be discussed at the next meeting.</p>	RED

13.018 Dog waste-bin

Further to Stephen Ruff's report, discussed at 13.011.2 above, the Clerk presented cost options for the provision of a dog-waste bin. A bin and post purchased from Broxap and installed by Stephen Ruff on Parish Council land would, at approximately £220 plus VAT, be less than half the cost of one supplied and installed by EHC at £526. Following a vote it was unanimously **RESOLVED to purchase a Broxap dog-waste bin and post, and arrange for Stephen Ruff to install it at the south end of the Meads.**

Clerk

13.019 Drugs abuse concerns

The Clerk reported that he had discussed with Sgt Duncan Wallace Cllr Jayne Denham's report made to the Parish Council in December. Sgt Wallace has agreed to arrange for a police officer to attend a Parish Council meeting to make a presentation of what the police are doing locally to combat drug and other issues. Once a date has been agreed, this would be publicised so that members of the public can attend and put questions and concerns directly to the police.

Clerk

13.020 Items for future agendas

1. Risk assessments
2. Safety fencing along the river bank
3. Other items for consideration: *No other items were suggested.*

**Clerk/RED
Clerk/DB**

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.

13.021 Date of next Parish Council meeting:

Thursday 21 February 2013 at 8pm in the Meads Pavilion.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.40pm.

Signed **Dated**