

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 21 February 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 Elaine Harding (EH);

Clerk: Colin Marks

2 members of the public.

- 13.022 Apologies for absence** **ACTION**
1. **Apologies received from Councillors:** Cllr John Kilby (holiday)
 2. **Other Councillor absences:** None
 3. **Other apologies:** None
- 13.023 Declarations of Interest**
- No interests were declared at this time. The Chairman referred members to the statement regarding Disclosable Councillor Conflicting Interests that formed part of the Agenda and which was based on the practice adopted by other councils.
- 13.024 Minutes of the Parish Council Meeting, 17 January 2013**
- Cllr Baseley noted that the minutes had not been circulated to members two weeks in advance of the meeting as previously agreed, and asked that they be so. Following a vote, it was unanimously **RESOLVED that the Minutes of 17 January 2013 be accepted as a true and accurate record.** (Cllr Harding abstaining as she was not present at that meeting) **Clerk**
- The Chairman signed the Minutes at the end of the meeting.
- 13.025 Casual Vacancy** **Clerk**
- The Chairman reported that no one had yet applied to be co-opted.
- 13.026 PCSO Report.**
- PCSO Higham had not submitted a report, but the Clerk read a Neighbourhood Watch notification she had sent regarding a scam involving Air Ambulance charity bags being left in letterboxes in the area, particularly in Great Hormead.
- Clerk's note following the meeting: Buntingford police subsequently confirmed that the majority of Air Ambulance bags distributed were bona fide and that only a very small number were thought to be suspicious.*
- 13.027 Register of Interests: update** **All members/
Clerk**
- The Chairman said that a number of members had not yet submitted the upgraded Register of Interest forms to the Clerk for forwarding to the Monitoring Officer at EHC and for inclusion on the Parish Council's website. He again emphasised that the Register should include details of spouse's interests and work.
- 13.028 Chairman's Announcements:** None
- 13.029 PLANNING**
- 1. Applications:**
- 3/13/0102/FP 1 Vine Cottages, Hare Street** **NO COMMENTS**
- Two storey rear extension and front storm porch* **Clerk**

2. Decision Notices

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

Single storey side & rear extension and porch:

APPROVED WITH CONDITIONS

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

Demolition of stables:

APPROVED WITH CONDITIONS

3. Other Planning matters:

The Planning Inspectorate's Modification Order to certain parish footpaths and bridleways was discussed. The Public hearing will take place on Tuesday 26th March in Benson Hall, Buntingford. The deadline for public comments was noted as 5th March. The Clerk confirmed that official notices and maps will be posted on the parish notice boards and on the Parish Council's website.

Clerk

13.030 FINANCE

1. The report of the Council's finances for 1 to 29 January 2013 was received (Appendix A).

Finance Summary:

Opening available balance 29/12/12:

£
7,756.15

Plus income to 29/1/13:

40.00

Less expenditure to 29/1/13:

1,210.26

Available to Council:

6,585.89

(Reconciled with bank statement #334 of 29th January)

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

The Chairman clarified the precept grant position and, following a discussion, it was agreed that the Parish Council would not ask for the grant of £879.36 to be deducted from the precept that was submitted to EHC in January and the Council would accept the grant as additional income.

Clerk

13.031 Correspondence

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

1. Marty Kilby had emailed a request for the Village Hall land deeds to be returned to the VHMC. Cllr Baseley said he had been asked to raise this with the Parish Council. The Chairman said that Mrs Kilby's assertion that the deeds were loaned to the Parish Council was erroneous and that they were returned to the Chairman to enable the land to be correctly re-registered to the Council by the Clerk in November 2011. The re-registration was subsequently thwarted by the VHMC asking the Charity Commission to appoint itself as Custodian Trustee in place of the Parish Council. The Chairman further stated that the deeds were Parish Council documents containing parish information. Cllr Ginn said it was right that the Parish Council, which was the original Custodian Trustee, should hold the governing documents. Cllr Baseley said he was minded to let the VHMC have them. The Chairman responded that no reasons for the request were given and there was no valid reason for the PC to comply. Cllr Baseley said he, as the PC's VHMC rep, would report back to the VHMC.

DB

2. Len Rogers' email regarding the wording of December Minute 12.219, and his request for an explanation, was noted, but the Council did not consider the matter further.

13.032 Special Interest Matters

1. Village Hall. Cllr Baseley reported that the sale of the VH building plot was due to complete in early March, following which at least five tenders would be sought from developers. Problems regarding the Village Hall new build were being resolved. The Chairman asked whether the VHMC had enough money to complete the project, to which Cllr Baseley said the building budget was around £280k; the plot sale would realise £274k, and with £49k in the bank, it looked viable. There were no issues regarding access and egress from the site. Consideration was being given to using the present hall as a work base while the new one was being built, which would mean user groups would have to find alternative facilities.

DB

The Chairman thought the Parish Council might be able to help with fund raising/ideas, and there was a discussion about other ways assistance might be given. It was possible the pavilion could be offered as a temporary facility for some activities, for example the playgroup. The question of grant availability was discussed.

ALL

In response to an earlier request, Cllr Baseley said that Chris Rogers' architect fees had been £6192. It was noted that Mrs Kilby had resigned as Secretary, and that Elizabeth Coltery had resigned from the trust in February.

Summarising, the Chairman said the Parish Council was willing and able to assist if a request was properly made with the right attitude.

RED

2. Highways.

1. Cllr Jane Pitman's Highways report was noted, along with her acknowledgement of the difficulties being experienced with the new contractor and website reporting of problems.

Clerk

2. The Clerk drew attention to the notification received of the closure of the B1368 between Worsted Lane and Puckeridge for 7 days between 18 and 31 March, and the consequent diversion via the A10 and Buntingford. Information and maps would be posted on the notice boards and Parish Council website.

Clerk

3. Footpaths and Byways. The Chairman reported that the ongoing reinstatement issues of some footpaths and bridleways were yet to be resolved. The Modification Order affecting some parish footpaths and bridleways was being discussed at a public meeting in Buntingford on 26 March. Information would be kept up-to-date on the PC website and the notice boards.

RED

Clerk

4. Website. The Clerk reported that improvements to the website were ongoing and that Style Cymru had offered to provide a weekly traffic (user) report for £10 a month. No decision was made to take up the offer. The Chairman said it would be good to be able to engage more with parishioners, and those visiting the website might help provide a contact base.

Clerk

5. School. The Chairman had nothing to report.

RED

13.033 Meads and Pavilion: The following matters were considered:

1. The Meads generally. There was a discussion on the fees charged to users against the costs for maintaining the facilities fit for purpose. The Clerk provided a 2012 scale of charges and a 2013 user schedule based on current information and reported that Ware 2nd XI had pulled out of their earlier request to hire the ground this summer.

ALL

Other events were considered, including the possibility of reviving the annual Village Day, which had been popular and successful in the past. An event celebrating the Diamond Jubilee of the Queen's Coronation in June was suggested as a potential opportunity.

Clerk/RED/
ALL
MEMBERS

The Clerk reported that he and the Chairman had completed a risk assessment of the Meads, which was before the Council. There was a discussion regarding various items of sports-related equipment discarded around the perimeter and shed, which the Clerk would progress. The annual inspection of fans, emergency lights and fire alarms in the pavilion had yet to be done.

Clerk/RED

	<p>It was noted that the undergrowth at the back of the pavilion needed to be cleared back before the growing season. The pest controller had previously identified that, if left untended, it increased the likelihood of rats accessing the pavilion loft. Cllr Baseley said he would assess the problem.</p>	DB/Clerk
	<p>2. Disabled Access to Pavilion. The Clerk provided the Council with estimates for two alternative ramp solutions, an estimate for levelling the car park entrance, and the addition of a French drain to alleviate the severe water ponding problem. Cllr Baseley said he would look at the site, and it was agreed to carry the matter forward.</p>	Clerk DB
	<p>3. Warning and Disclaimer Signs. Quotes for river warning signs were presented and discussed. There was further discussion about other warning signs needed for the western and southern boundaries of the Meads. Further to resolution 13.013.3 (January 2013), it was unanimously RESOLVED that the Clerk, assisted by Cllr Baseley, investigate and purchase additional signs within a budget of £250.</p>	Clerk/DB
	<p>4. HHCC: update on siting of Bob Hammond memorial bench. The Clerk reported that HHCC are liaising with the Hammond family regarding various arrangements</p>	Clerk
	<p>5. Enquiry from Ware CC: The Clerk reported that Ware 2nd XI had found another venue closer to home and therefore would not need the Meads facility this summer.</p>	
	<p>6. Hire Charges for the 2013 cricket season: These were discussed against the cost of maintaining the pitch and preparing the wickets. No decision was reached</p>	Clerk ALL
	<p>7. Meads and open spaces maintenance contract. A contract specification was before the Council. Cllrs Ginn and Baseley said they would give names of other possible suitable contractors to the Clerk, who would then put the contract out to tender.</p>	DEG/DB Clerk
13.034	<p>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 not yet completed the new registration.</p> <p>2. Royal Oak sapling: The Clerk reported that the small sapling had been delivered and a decision was needed as to where to site it. It was agreed that the large planter by the car park would provide a suitable and safe location until the tree had grown larger, but did require a protective surround.</p> <p>3. QEII Field Commemorative Plaque: Cllr Basely was thanked for putting up the plaque on the pavilion. The Clerk said photographs of it were now on the HPC website.</p>	Clerk Clerk
13.035	<p>Neighbourhood Plan: The Chairman reported that no volunteers had come forward as yet.</p>	RED
13.036	<p>Village Hall: There was no further discussion to those matters already discussed under 13.032.1 above.</p>	
13.037	<p>Staffing Committee The Chairman said terms of reference were still to be finalised.</p>	RED/DEG/ JD/Clerk
13.038	<p>Dog waste-bin The Clerk reported that the bin had been ordered but, following a discussion with the Chairman, recommended that it be located at the western end of the footpath traversing the Meads where it exits towards the village. This was unanimously agreed.</p>	Clerk
13.039	<p>Items for future agendas</p> <p>1. Risk assessment - pavilion</p> <p>2. Safety fencing along the river bank</p> <p>3. Other items for consideration: <i>No other items were suggested.</i></p>	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.

Cllr Ginn said he wished to raise a matter of concern regarding emergency work required to the pavilion roof, and it was agreed he should do so. He said the flashing between the main pavilion and changing room roofs had failed and needed urgent attention to stop a leak. Cllr Baseley said he would look at it and see what could be done.

DB/DEG

13.040 Date of next Parish Council meeting:

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

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

Signed **Dated**