

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 19 September 2013 at 8 pm in The Meads Pavilion

PRESENT: Cllr Jayne Denham - Chairman (JD); Cllr Robb Denham (RED); Cllr David Ginn (DEG) (arrived at 8.06pm); Cllr John Kilby (JK)

5 members of the public.

In attendance: Colin Marks, Clerk to the Parish Council

- 13.158 Apologies for absence** **ACTION**
1. **Councillors:** Cllr Elaine Harding (recovering from operation)
 2. **Others:** PCSO Amanda Higham; Edward Fremantle
 3. **Other Councillor absences:** Cllr Dave Baseley
- 13.159 Declarations of Interest**
Cllr Kilby as a member of the VHMC.
- 13.160 To approve Minutes of the Parish Council Meeting 18 July 2013**
Following a vote, it was **unanimously RESOLVED that the Minutes of the Parish Council Meeting on 18 July 2013 be accepted as a true and accurate record.**
The Chairman signed the Minutes at the end of the meeting. **Clerk/JD**
- 13.161 Casual Vacancy**
The Clerk reported that no one had applied to be co-opted, although it is understood there may be some interest among parishioners. **Clerk**
- 13.162 PCSO Report.**
PCSO Higham reported via the Clerk that the only crimes recorded in the Parish since the July meeting were the damage to some unspecified Hormead Hares property and another incident of which no details were given. Councillors were concerned that the recent mugging of Don Warner was not specifically mentioned, particularly since it was a serious incident that had received press coverage. It was agreed to extend the Council's best wishes for his speedy recovery.
- 13.163 Register of Interests: update**
The Clerk said that he had not received any further Councillors' details. **Clerk**
- 13.164 Chairman's Announcements:** None.
- 13.165 PLANNING**
- 1. Applications:**
- 3/13/1495/FP Kenton House, Hare Street:** Demolition of disused motor repair workshop; erection of dwelling & garages.
Following a full discussion on the merits of the application it was unanimously **RESOLVED to object to the application on the grounds that it was poorly designed, the garages unacceptably sited fronting the footway, and out of keeping with the village street scene.** **Clerk**
- 2. Decision Notices**
- 3/13/0984/FP & 0985/LB Gardeners Cottage, Hare Street:** Erection of oak-framed orangery. *PERMISSION REFUSED: HARM TO CHARACTER OF EXISTING DWELLING*
- 3/13/1003/FP & 1004/LB White House Lodge, Hare Street:** Change of use of outbuilding to a residential annexe. *APPROVED WITH CONDITIONS*
- It was noted that both the above decisions were contrary to comments made to East Herts Development Control by the Parish Council*
- 3/13/0586/FP Stonebury Farm, Hare Street:** Change of use of agricultural land and buildings to open and covered storage – retrospective: *DECISION AWAITED*
- 3. Other Planning matters:** None

13.166 FINANCE

1. The reports of the Council's finances for 29 June to 29 July and 30 July to 29 August were received (Appendices A)

Finance Summary to 29 August:	£
Opening available balance 30/7/13:	6,847.24
Plus income to 29/8/13:	1,534.00
Less expenditure to 29/8/13:	<u>2,624.35</u>
Balance available to Council 29/8/13	5,756.89
Unpresented cheques as at 29/8/13:	<u>0.00</u>
Bank balance (reconciled with statement #346 of 29th August)	<u>5,756.89</u>

Clerk

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

RED asked the Clerk if he had an update to the bank statement to hand. The Clerk did not, but confirmed that the second tranche of the Precept had not yet been received.

2. The list of orders for payment was presented for authorisation to be signed (Appendices B1 and B2). It was confirmed that PAYE payments are made online when necessary. 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/JD

3. The Annual Audit Return for the year ended 31 March 2013, as concluded by BDO without any matters arising, was considered and it was **RESOLVED to approve and accept the Conclusion of Audit as signed off by BDO.**

Clerk

13.167 Correspondence

The list of correspondence as it appeared on the agenda. Brief comments were noted on two items not covered elsewhere on the agenda:

Cllr Kilby asked for clarification on the request made by Brian Stone concerning VHMC minutes. The Chairman confirmed that Brian was expecting more information from the VHMC than was forthcoming, and that he was not alone in that view. She said two sets of minutes were still awaited. Cllr Kilby said he had a set of recent minutes that had not yet been made public. In the absence of Cllr Baseley, he passed round the draft minutes to all councillors for information.

Cllr Kilby asked what MP Oliver Heald's letter concerning HHFC was about. The Clerk replied that he said OH had been asked by the parent of a Hares child whether the Parish Council would reconsider its hire charges policy so matches could again be played on the Meads rather than in Braughing. The Clerk said he had responded by quoting HHFC's last communication to the PC Chairman earlier this year which indicated no renegotiation could take place while certain councillors were still in office. The problem therefore seemed to be one of personalities rather than finance. In the following discussion it was agreed (but not unanimously) that the Clerk should write again to HHFC and make yet another offer to reopen negotiations.

Clerk

13.168 Special Interest Matters

1. **Village Hall.** Cllr Kilby said he had concerns that the VH was about to be closed down but there was, as yet, no agreed plan to the specification of its replacement. The builder of the new house wants the old hall removed so a driveway to the property can be built. RED was concerned about the loss of off-road parking for lorries removing debris once demolition commenced. JD asked if the situation was common knowledge and hoped there might be some information in the next newsletter. JK acknowledged there was some cause for concern because a new project consultant had not yet been appointed, and revised specification proposals for the construction were escalating costs to an excessive level, potentially towards £400k. DEG said this had been his expressed concern all along. It was agreed by all that more clarification on these points to parishioners was crucial.

DB

2. **Highways.** DEG said he would check with Mark Wyld (MW) to confirm he would store a further 850kg of winter salt. The Clerk said he would order it from HCC and ask for it to be delivered to MW as last year.

DEG

3. **Footpaths and Byways.** RED outlined the proposed new FP from below St Mary's to link up with the FP coming up from the river, the Clerk adding that HPC has been asked if

Clerk

	it agreed to the amendment to the Definitive Rights of Way Map. It was unanimously RESOLVED to agree to the amendment as detailed by the Rights of Way Officer.	Clerk
	RED noted that the portable toilet used by the Hares had been moved to a point where the Hertfordshire Way footpath ran and suggested it be moved back to its original setting	Clerk
	4. Website. The Clerk had nothing to report	Clerk
	5. Parishioners' concerns.	
	1. The Clerk said the overgrown hedge in Willow Close that was causing an obstruction and obscuring the 30mph sign has now been cut back.	Clerk
	2. The Clerk said that following a report regarding a vandalised garage door at Willow Close that was in a dangerous condition, South Anglia Housing had been persuaded to take action and the garage has now been made safe.	Clerk
13.169	The Meads and Pavilion	
1st	1. The Meads generally.	
	1. Advertising the facilities for hire:	
	1. Update: No action has been taken to resolve the unsatisfactory sign presently positioned behind the notice board. It was agreed that a new "V" sign facing east and west should be positioned inside the hedge by the gap to the play area.	Clerk
	2. Cllr Harding's proposal for two vinyl banners to be made and hung on the pavilion was discussed. The Clerk provided quotes for consideration. There was not a consensus and the Clerk suggested that, since Cllr Harding was not present to make her case, a decision be deferred until the October meeting.	EH/Clerk
	2. Annual play area report: The Clerk provided prices from Broadmead Leisure for undertaking some of the repairs, but said other items required on-site inspection. Since all issues were low risk, it was agreed the consideration of any action be deferred until full costs are known.	Clerk
	3. Location of new Fields in Trust plaque: DEG volunteered to fix it to the pavilion wall. It was agreed that he position it centrally beside the disabled entrance facing the car park.	DEG
	4. Small Capital Project Grant. The Clerk reported that, contrary to his July report, a grant of £1875 has been awarded for repairs to the pavilion and terrace roof (work completed) and to improve the disabled access and resurface the car park.	Clerk
	5. Roofing repairs. The Clerk reported the work has been completed (13.169.3 above).	
	6. Car Park and disabled access quote. The Clerk provided quotes from Jason Willicombe. The cost of the soak-away was considered prohibitive and the Clerk was to obtain further quotes/options.	Clerk
	7. Refurbishment of parish benches and notice boards. The Clerk reported that Stephen Ruff had this in hand using clear wood preservative.	Clerk
	8. River bank fencing. RED said that since the Risk Assessment seminar had identified fencing was unnecessary because there was a natural barrier, all that was needed was some hedging between the pavilion and the existing hedge to the south. The Clerk to investigate a hedging source and costs.	Clerk
	RED reported that Earthworms had that day strimmed the Meads perimeter and cleared round the danger signs. Also that they had replaced the fencing round the cricket square.	
	9. EON: new smart meter: EON were offering to fit one for free and it was unanimously RESOLVED to instruct EON to replace the existing meter with a smart meter.	Clerk
	10. Feasibility study for new Meads pavilion: Cllr Ginn. Nothing to report.	DEG
	However, DEG said he had seen a group of teenagers sheltering on the terrace from the pouring rain at 1am one night. He reported it to the police for them to check.	
13.170	Risk Assessment: Review ongoing	RED/Clerk
13.171	Asset register: Ongoing	RED/Clerk
13.172	Neighbourhood Plan: It was agreed to move this item to immediately before the	

adjournment for public discussion below so the public present could participate.

13.173 Leapfrogs: After a discussion it was unanimously **RESOLVED to make a donation of £50 to Leapfrogs for their refurbishment programme.**

Clerk

13.174 Herts Air Ambulance: After a discussion it was unanimously **RESOLVED to make a donation of £25 to Herts Air Ambulance.**

Clerk

13.175 Urgent matters not elsewhere on the agenda: None

13.176 Items for future agendas

Other items for future consideration: No items were suggested

13.172 Neighbourhood Plan: This agenda item was moved so that members of the public present could participate.

1. Report and consider action following the public meeting, 18th September
2. Cluster proposal with adjacent parishes
3. Buntingford Town Council proposal for joint plan: update and consider action

Adjournment for public comments

At 9.20pm it was **RESOLVED that the meeting be suspended to allow public comments concerning the Council's decision.**

The Clerk provided a resume of Wednesday evening's public meeting, detailing the result of the vote taken by members of the public. The vote asked the Parish Council to agree to its decision. The Council therefore considered its response to the overwhelming majority who voted in favour of Hormead producing a Neighbourhood Plan, and the meeting's request to the Parish Council to agree to join with Buntingford in producing that Plan.

Following a discussion it was **RESOLVED by 3:1 to agree to produce a Neighbourhood Plan.** Cllr Kilby requested his objection be recorded.

Following further discussion it was **RESOLVED by 3:1 to agree to the request to join with Buntingford to produce the Neighbourhood Plan.** Cllr Kilby requested his objection be recorded.

James Bruxner, with some public show of approval, had requested at the conclusion of Wednesday's meeting that the Council form a committee under the chairmanship of Edward Fremantle.

The Clerk explained that the formation of a Working Party would be more appropriate than a committee. Committees are extensions of the Parish Council and therefore bound by the same statutory regulations. That could stifle, for example, the calling of meetings, informal discussions, and the involvement of as many members of the public as possible. Terms of Reference should be drawn up by the Parish Council to set out the Working Party's powers and how it would function.

James Bruxner repeated his proposal of the previous evening that Edward Fremantle, with his experience and expertise in the subject, chair the Working Party. He pointed out that this would relieve the PC of much of the burden of the complexities of the project whilst not having delegated decision-making powers. Rather he envisaged the WP bringing recommendations, via its Council members, to the Council for consideration.

The Clerk said he would draw up Terms of Reference for agreement by the Parish Council at its next meeting on 17th October. The Council agreed this was the way forward. Cllr Ginn asked to be added to the list of volunteers in the Working Party.

The Parish Council Meeting resumed at 9.54pm.

13.177 Date of next Parish Council meeting:

Thursday 17 October 2013 at 8pm in the Meads Pavilion.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.55 pm. She invited everyone to stay for tea and cake.

Signed **Dated**