

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 27 November 2014 at 8pm in the Meads Pavilion

PRESENT: Cllr Jayne Denham, Chairman (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK); Cllr Denis Madden (DM); Cllr Teresa Marks (TM); Cllr Richard White (RW)

Eight members of the public

In attendance: Colin Marks, Clerk to the Parish Council

14.209 Apologies for absence **ACTION**

1. Councillors: Cllr Dave Baseley
2. Others: PCSO Amanda Higham, County Cllr Rose Cheswright

14.210 Declarations of Interest and Dispensations

1. Declarations of Interest: Cllr Teresa Marks as wife of the Clerk.
2. Dispensations: As stated on the agenda, it was noted that Cllr Teresa Marks has a dispensation to speak and vote on Council finance business in which she has a pecuniary interest as the wife of the Clerk.
3. No requests for dispensations were received.

14.211 To approve Minutes of the Parish Council Meeting held on 16 October 2014

No amendments having been previously advised, *the Minutes of the Parish Council Meeting on 16 October 2014 were taken as read and accepted as a true and accurate record.*

The Chairman signed the Minutes at the end of this (November) meeting.

JD/Clerk

14.212 Police Report

The Clerk read a report submitted by PCSO Higham:

Since the date of the last Parish Council Meeting, there have been three recorded crimes in the villages, including

- One burglary in Hare Street 22/10,
- Dog out of control Hare Street 2/11
- Theft from Gt Hormead 7/11. The theft is currently being investigated and so I am not allowed to give any further details.

The Clerk also advised the meeting that because the theft is the subject of a current police investigation, no discussion or comments would be made on the matter. He also said the incident with an out of control dog had been resolved.

14.213 Register of Interests

The Clerk said he had not received any updates to members' DPI registers. Cllr Kilby said he had submitted an updated DPI Register to Jeff Hughes (EHC). The Chairman asked him to provide the Clerk with a copy showing the details as required in the Council's Standing Orders for the PC website before the next meeting and asked for this request to be minuted.

**JK
Clerk**

14.214 Chairman's Announcements

None

14.215 PLANNING

1. New applications:

3/14/1978/FP The Willows, Hare Street: *First floor extension, extension to porch, conversion of garage to habitable room* **NO OBJECTIONS**

3/14/1946/FP Mangle Clamp Cottage, Lt Hormead: *Demolition of garage; proposed two storey extension & garage; window alterations* **NO OBJECTIONS**

2. Decision Notices

3/14/1283/FP Kenton House, Hare Street: *Part demolition of disused motor repair workshop & change of use to a 2 bed dwelling* **APPROVED**

3/14/1546/OP Land adjacent to Elm Cottage, Hare Street: Outline application for 4 dwellings (incl 1 affordable) **REFUSED**

3/14/1889/CL Quinn Rise, Mutfords Farm: Certificate of Lawfulness for single storey detached garage and log store. (PC not advised of application) **DECISION AWAITED**

3/14/1710/LB White House Lodge, Hare Street: Addition of chimney for log wood burner to barn **DECISION AWAITED**

3/14/1624/CL Hillcrest, Hare Street: Certificate of Lawfulness for use as a dwelling house **DECISION AWAITED**

3/14/1576/LB Little Meadow, Conduit Lane: Alterations/replacement to ground floor window **DECISION AWAITED**

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

14.216 FINANCE

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

Finance Summary from 1 to 31 October:	£
Opening available balance 1/10/14:	11,780.78
Plus income to 31/10/14:	1,719.46
Minus expenditure to 31/10/14:	<u>1,789.68</u>
Balance available to Council 31/10/14	<u>11,710.56</u>
Unpresented cheques as at 30/10/14:	<u>155.00</u>
Bank balance reconciled with statement #369, 31/10/14	<u>11,865.56</u>

The refund was received for the outstanding VAT reclaim for £1,719.46 for VAT paid in the first three months of the financial year, most of it being to the flood reinstatement builder.

It was unanimously **RESOLVED that the Accounts Statement be accepted.**

Clerk

An accounts summary is published each month in the Minutes on the website.

2. The list of orders for payment was presented for authorisation to be signed (Appendices B1 and B2).

It was **RESOLVED to approve all the invoices presented for payment.**

Clerk

Cheques were signed at the end of the (September) meeting.

3. New Homes Bonus from EHC (£1,534 for 2014/15). It was **RESOLVED to hold the New Homes Bonus as a separate fund for the use and benefit of the parish.**

ALL

14.217 Correspondence

The list of correspondence was noted as it appeared on the agenda. Two items were noted:

- Following a call to the Clerk from BBC 3 Counties Radio, Len Rogers had been interviewed for a show highlighting interesting facts about Little Horstead.
- The meeting was reminded that EHC were asking residents to complete the Housing Needs Survey by the 3 December deadline. Posters were on the Notice Boards.

14.218 Special Interest Matters

1. Village Hall.

- No report

DB

2. Highways.

- Cllr Madden reported that he was considering writing a strong and informative letter in the newsletter in the hope of getting enough people on board the DriveSafe scheme. The problems with lorries, tippers in particular, continue to worsen, and speeding through Hare Street is an issue with all vehicles. He had met with MP Oliver Heald to discuss possible solutions.
- The broken salt bin at the Worsted Lane/The Street junction has still not been replaced; it would continue to be chased. It is the duty of Highways to maintain it.

DM

DM

	<ul style="list-style-type: none"> The large willow at the Horseshoe Hill/B1038 junction has now been trimmed. 	
	3. Footpaths and Byways <ul style="list-style-type: none"> Cllr Robb Denham reported the proposed new footpath below St Mary's Church is presently under consultation and could remain so for some months. There is an ongoing problem with some footpaths and bridleways that have not been reinstated after ploughing. There were also concerns that the requisite margins around fields were not being maintained. Since the land owners involved at any given location are not always known to the Council, the Clerk, with Cllr Robb Denham's help, will write a general letter to all landowners to remind them of their reinstatement obligations. 	<p>RED</p> <p>Clerk/ RED</p>
	4. Website <p>The Clerk said the additional hours he had worked in dealing with other issues since the summer had prevented any further investigation into developing a new site.</p>	Clerk
	5. Parishioners' concerns and other matters. <ul style="list-style-type: none"> None 	
14.219	The Meads and Pavilion <ol style="list-style-type: none"> The Meads generally: <ul style="list-style-type: none"> The end of season work on the cricket square had been done. The contractor's costs (Earthworms) 2014 costs were reviewed and found to have been less than previous years. Specification for maintenance schedule to be considered and prepared. New picnic table has yet to be assembled. Other matters: <ul style="list-style-type: none"> Annual RPII Report: Still awaiting Broadmead Leisure's quote for repairs/cost of replacement items. 	<p>Clerk</p> <p>Clerk DM</p> <p>Clerk</p>
14.220	Data protection Subject Access Request (SAR) <ol style="list-style-type: none"> Data Protection Policy – draft document. Subject Access Request (SAR) Procedure – draft document. <p>The two draft documents were considered and it was RESOLVED to adopt the Data Protection Policy and the Subject Access Request (SAR) Procedure documents as drafted</p> <ol style="list-style-type: none"> Subject Access Request (SAR) made by a parishioner: The Clerk reported that this had been completed and submitted by the deadline. He also said that because time constraints imposed by the SAR he had yet to advise the complainant of the outcome of the Internal Review into the FOI request. This would be done in due course. 	<p>Clerk</p> <p>Clerk</p>
14.221	Urgent matters received too late for inclusion on the agenda <p>None</p>	
14.222	Items for future agendas <ul style="list-style-type: none"> Items as listed on the agenda were noted It was requested that budget figures be circulated in advance of the next meeting. It was noted that councillors should bring their own budget proposals for consideration. 	ALL
	<p><u>Adjournment for public comments</u></p> <p>Following a vote at 8.48pm it was RESOLVED that the meeting be suspended to allow public comments.</p> <ul style="list-style-type: none"> A parishioner asked that, if the salt bins were Highways' responsibility, would they accept liability if an accident was caused by their failure to maintain the bins. Another parishioner said the local authority had a legal obligation to salt school bus routes. It was pointed out that the Parish Council has a stock of approximately 1.5 tonnes of salt held by Mark Wyld for use by parishioners on highways and footways in the event of severe icy conditions. A parishioner reported that during the recent heavy rain, there had been significant pooling of water at the bottom of Worsted Lane by the pumping station. 	DM

The ditches are overgrown and water is being impeded from draining. He asked whether farmers had a duty to keep ditches clear or whether it was down to Highways. It was also questioned whether some local landowners might be willing and able to help relieve the situation. Cllr Madden said he would look into what could be done.

DM

- Regarding the discussion about the DriveSafe scheme under Highways (14.218.2), a parishioner noted that a drawback was discovered when the scheme was initiated at Ardley & Cromer: it is that Hertfordshire Police have a policy whereby they will not follow up drivers caught speeding. The Police Commissioner could be challenged to change the policy. It was acknowledged that a letter received by a speeding driver does have an impact on speed awareness in the majority of cases. Cllr Madden will investigate.

DM

The Parish Council Meeting resumed at 9.03pm

14.224 Date of next Parish Council meeting: In view of the Staffing Committee report being confidential, this item was brought forward.

The next Parish Council Meeting will be on 18th December at 8pm in the Pavilion.

Clerk

In view of the confidential nature of the business to be transacted it was **RESOLVED to exclude press and public while this matter was discussed.**

The Chairman thanked everyone for attending and closed the open session of the meeting at 9.07pm. Cllr Kilby left the meeting without an explanation.

The meeting was adjourned for 10 minutes before the next agenda item.

The Parish Council Meeting resumed at 9.20pm

14.223 Staffing Committee:

The Staffing Committee presented the report and recommendations of its November meeting.

RED/DM/
RW

1. Following the Staffing Committee's recommendation, it was unanimously **RESOLVED to approve a vote of confidence in the Clerk and to thank him for his recent marathon workload under deadlines to complete the FOI and SAR requests.**

2. Following the Clerk's annual appraisal review by the Committee it was unanimously **RESOLVED to approve a one NJC step increase in salary backdated to 1 April 2014**

RED/
Clerk

3. Following the Committee's recommendation it was unanimously **RESOLVED under the Clerk's contract to approve 81.2 additional hours for payment, caused by a parishioner and councillor.**

RED/
Clerk

4. It was unanimously **RESOLVED to approve the Committee's findings on three grievances brought by the Clerk against a councillor and a parishioner.** The Chairman of the Committee to consider the implementation of appropriate action.

RED

5. Following the Committee's recommendation it was unanimously **RESOLVED to approve the right or necessity of the Clerk in his capacity as Proper Officer and also as Responsible Financial Officer, to request or seek unpaid advice and assistance under his responsibility on council business from councillors or other unpaid sources from time to time without prior reference to the Council, to be reviewed at the next Annual Parish Council meeting.**

Clerk

The business being concluded, the Chairman closed the meeting at 10.05pm

Signed Dated