

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting
Thursday 19 November 2015 at 8pm in the Meads Pavilion

PRESENT: Cllr Jayne Denham, Chairman (JD); Cllr John Kilby (JK); Cllr Marty Kilby (MK)
Cllr Teresa Marks (TM);

Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman welcomed everyone and opened the meeting at 8pm

15.159 Apologies for absence

1. Councillors: Cllr Robb Denham (RED) - unwell; Cllr Richard White (RW) - work
2. Others: None

15.160 Declarations of Interest and Dispensations

1. **Declarations of Interest:** Cllr Teresa Marks - a DPI as wife of the Clerk in relation to his payments, as stated on the agenda.
2. **Dispensations** (i) 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, as stated on the agenda; (ii) To receive requests for dispensations: NONE
3. **Requests for dispensations:** NONE.

15.161 To approve Minutes of the Parish Council Meeting held on 15 October 2015

No written requests for amendments having been submitted, it was **RESOLVED that the Minutes of the Parish Council Meeting on 15 October 2015 be taken as read and were a true and accurate record.**

The Chairman signed the Minutes.

JD/Clerk

15.162 Casual Vacancy

No applications received

Clerk

15.163 Police Report

1. No crime report received from PCSO Higham. The Clerk quoted the Safer Neighbourhood report for October which identified that no crime of any category was recorded in the parish during the month.

15.164 Chairman's Announcements

The Chairman had no announcements, but said she had been asked by the vicar to organise this year's Christingle and wondered whether the Parish Council would be prepared to donate towards the cost. Sainsbury's in Buntingford have agreed to contribute. It was agreed to consider this under Finance item 15.166

15.165 PLANNING

1. New applications: NONE

2. Decision Notices

3/15/1797/HH, 3/15/1920/LBC Elm Cottage, Hare Street: Two storey rear and single store side extension. Detached garage. **APPLICATION WITHDRAWN**

3/15/1822/HH Quinn Rise, Mutfords: Demolition and replacement of single storey side extension and garage **GRANTED**

AP/15/0052/ REFUSE - Land adj to Elm Cottage, Hare Street: APPEAL against refusal for outline application for 4 dwellings (incl 1 affordable). **APPEAL DISMISSED**

3/15/1689/FUL Steelcraft Works, Hare Street: Demolition of existing buildings and removal of hard standing. Erection of five detached dwellings with parking and landscaping. **DECISION AWAITED**

3/15/1235/HH Meadowlands, Little Hormead: Raising roof ridge with 3 no dormer windows, two storey rear extension, demolition and replacement of garage **DECISION AWAITED**

3/14/1624/CL Hillcrest, Hare Street: *Certificate of Lawfulness for use as a dwelling house* 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: Received too late to be included on the agenda NONE

15.166 FINANCE

1. Report of the Council's finances for October was received (Appendix A)

Finance Summary from 1 to 31 October	£
Opening available balance 1 October:	15,327.32
Plus income to 31 October:	0,000.00
Minus expenditure to 31 October:	<u>9,063.93</u>
Balance available to Council 31 October	<u>6,263.39</u>
Unpresented cheques as at 31 October	45.00
Bank balance reconciled with statement #388, 29 Oct 2015	<u>6,308.39</u>

It was unanimously **RESOLVED that the Accounts Statement be accepted.**
An accounts summary is published each month in the Minutes on the website.

Clerk

2. List of payments. It was unanimously **RESOLVED to approve all the invoices presented for payment:** It was agreed to ask BT for the annual data usage for the public telephone in order to assess its viability.

Clerk

Date	Payee	Item	£	Chq	Power
8/11	Clerk	Salary Oct	402.60	1334	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
19/11	Clerk	Expenses Oct	26.10	1335	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
19/11	SC Ruff	Litterpicking	240.00	1336	OSA 1906 s9 & s10
19/11	Earthworms	Meads	230.00	1337	LG(MP)A 1976 s19
19/11	E.ON	Electricity	100.43	1338	LGA 1972 s133
Recoverable VAT			4.78		

Cheques were signed at the end of the meeting.

Clerk

3. Budget 2016/17

The Clerk presented an overview of net income and expenditure to 19th November. This was considered together with projected expenditure to year-end. The projected bank balance at 31st March is £5,645 against a budgeted balance of £4,161. The Clerk noted that an application for a £419 grant had been made to HAPTC for Transparency Funding for a computer and printer/scanner, but since this would offset possible costs incurred as a consequence of the Act, no adjustment had been made to the projected year-end balance. It was noted that £1,900 East Herts Capital Project Grant towards the cost of the new swings has been included.

Clerk

The Clerk also presented some possible 2016/17 budget figures for consideration, set within the three-year review. It was agreed that councillors would consider their own budget and precept ideas for discussion at the December and January meetings.

ALL

4. VAT on Meads hire

Cllr Robb Denham was not present, but further to his investigations, sent an outline of the possible options, which were read by the Chairman. It was agreed to defer discussions until Cllr Denham could be present to explain more fully. It was asked whether the information could be circulated in advance of the discussion.

RED

5. QEII Celebration event

A financial report was presented. This showed the overall cost to the Parish Council was £277.88. A donation of £40 was made to RATS from the proceeds of the raffle, for which RATS had sent a very nice note of thanks.

Noted: The Clerk said that the PHS hand-dryer contract expires on 22 February 2016 and requires 3 months' cancellation notice if it is to be discontinued.

ALL

Christingle: Further to the request made under Chairman's announcements, it was

	agreed to donate up to a maximum of £50. Chairman to be reimbursed against receipts. Payment to be ratified at the next meeting.	JD/Clerk
	Transparency Fund Grant: HAPTC have said the grant applied for a computer and printer, and to cover extra associated admin costs, is likely to be paid before the end of the month.	Clerk
15.167	Correspondence Six items of correspondence were noted as appeared on the agenda: <ul style="list-style-type: none"> • HCC: Application for a Modification Order: Buntingford RB9 to Hare Street Road: Evidence deadline 7 December (15.169.3.1) • RATS – Sarah Cave: Thanks and appreciation of donation following QEII event • Herts Police & Crime Panel: Notification of meeting, 12 November, Hemel Hempstead • Oliver Denny-Northover: Interest in the litterpicking contract • EHC: Council Tax base 2016/17 • EHC: Invitation to comment on plans to introduce a Public Spaces Protection Order (PSPO) 	
15.168	Litter picking contract Two people had now expressed interest. It was agreed to offer the highways route according to the EHC map for £2,500 to match the annual EHC litterpicking grant. The Meads to be tendered/quoted separately. Not including the emptying of dog-waste bins or litter bins.	Clerk
15.169	Special Interest Matters 1. Village Hall. No report received. It was noted that a Christmas Fayre was planned for 22 November and there was possibly a Committee meeting scheduled for 3 December. 2. Highways. It was unclear whether the broken salt bin at the junction of The Street and Worsted Lane has been repaired yet (fault reference 201007429385). 3. Footpaths and Byways: The application for a Modification Order to amend the Definitive Map of Public Rights of Way affecting the Restricted Byway RB9, Buntingford to Hare Street Road, was noted. Only a short section of RB9 is within the parish boundary. The deadline for submission of evidence to the Rights of Way Service is 7 December. The Clerk pointed out that it is possible that only evidence/comments made at this juncture will be considered at any future hearing. The information will be put on the notice boards and on the website. 4. Website: Nothing to report 5. Parishioners' concerns and other matters: Nothing reported	Clerk/ RED RED/ Clerk Clerk
15.170	Meads field and buildings 1. The Meads generally: 1. Pavilion: The leaking taps in the ladies' toilets have yet to be replaced. 2. Maintenance: 1. Two additional cuts were made on the field in October because the grass was still growing. The cost is covered. 2. Insurance position for sports users: The Clerk circulated a copy of the correspondence with the Chairman of HHCC. This clarified that the cricket club are not covered by the Parish Council's policy except for public liability where the Council can be proven to be negligent or to have not identified and addressed an identifiable safety hazard. 3. Dog bin emptying: The Clerk reported that the dog-waste bin on the western side of the Meads beside the Hertfordshire Way cannot be accessed for emptying by the EHC contractor in the winter. Their vehicle weighs 2.2 tonnes and will damage the ground. EHC has requested it be sited at an alternative location that is readily accessible by the vehicle. The dog bin contract for both bins will not be implemented until the location problem is resolved. 4. The fallen danger sign to be fixed and re-located near the existing dog bin.	RW/Clerk Clerk ALL Clerk

3. Play area

The Capital Project Grant of £1,900 will be in the bank by the end of the month. A grant is being applied for from Tesco's Local Community Scheme via Groundwork UK. Six grants of £8k, £10k and £12k will be awarded in each of the 428 store regions per year from the proceeds of the new 5p plastic bag charge. The applications deadline for the first funding round is 30th November.

TM/Clerk

4. Enquiry from Buntingford Cougars

The Cougars say they are still interested but have yet to decide the details of exactly what they want to hire.

Clerk

15.171 Neighbourhood Plan

Cllr Robb Denham was not present to provide a report.

RED

15.172 Hare Street phone kiosk

The data usage report showed very little activity, although it was unclear whether it covered the whole year (as requested) or just the period indicated. The kiosk is a village amenity. Mobile phone reception is very poor – or even non-existent – on some networks and it was therefore argued there could still be the need for a public phone box in an emergency. It was agreed to get BT to confirm the monthly data usage for a full year and to discuss again at the March PC meeting.

Clerk

15.173 Staffing Committee

Due to the confidential nature of this item, it was agreed to defer it to the end of the meeting.

15.174 Items for future agendas:

1. To note any items received too late for inclusion on the agenda. NONE
2. Other items for future agendas:
 - December/January meeting: Budget and precept for 2016/17.
 - Standing Orders: incorporation of new rules, including to Financial Regulations
 - Litter pick tender and contract: including possible re-siting of Meads dog bin
 - Meads car park: gate and access.

ALL
Clerk/RED
Clerk
TM

Adjournment for public comments

Following a vote at 9.00pm it was **RESOLVED that the meeting be suspended to allow public comments.**

- A parishioner commented on a planning matter in Little Horstead.

The Parish Council Meeting resumed at 9.02pm

15.175 Date of next Parish Council Meeting:

Thursday 17th December, 8pm in the Pavilion (unless a majority of councillors subsequently request for it to be postponed until January, as was suggested).

JD/Clerk

15.173 Exclusion of Press and Public

defer-
red

At 9.05pm it was unanimously **RESOLVED that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded during item 15.173 of the agenda due to the confidential nature of the business to be transacted. The public left the room.**

Staffing Committee recommendations: The Staffing Committee had met and recommended the Clerk's hourly rate be uplifted in line with the NJC 2014/16 two-year pay-scale agreement (2014-16), backdated to the incremental award that came into effect January 2015, and on a pro-rata basis. It was **RESOLVED to accept and implement the Staffing Committee's recommendation in full.**

RED/
Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.10pm

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