

# HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting  
Thursday 17 December 2015 at 8pm in the Meads Pavilion

**PRESENT:** Cllr Jayne Denham, Chairman (JD); Cllr John Kilby (JK); Cllr Teresa Marks (TM); Cllr Richard White (RW)

Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

The Chairman welcomed everyone and opened the meeting at 8pm

**15.176 Apologies for absence**

1. Councillors: Cllr Robb Denham (RED) - unwell; Cllr Marty Kilby (MK) – home late
2. Others: PCSO Amanda Higham – currently assigned to Sawbridgeworth; Louis Luck

**15.177 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.

**15.178 To approve Minutes of the Parish Council Meeting held on 19 November 2015**

No written requests for amendments having been submitted, it was **RESOLVED that the Minutes of the Parish Council Meeting on 19 November 2015 be taken as read and were a true and accurate record.** The Chairman signed the Minutes.

**JD/Clerk**

**15.179 Casual Vacancy**

An application had been received from Mr Louis Luck. It was agreed to defer consideration to the January meeting and request an interview.

**Clerk**

**15.180 Police Report**

1. No crime report received from PCSO Higham, currently covering Sawbridgeworth. The Clerk quoted from the Safer Neighbourhoods report which identified one reported crime in November, an attempted burglary in Little Hormead on 3rd November.

Concerns were expressed that other crimes are being committed in the parish, which are reported to the police and which the police have responded to, and yet they are not appearing in the recorded crime report. To be followed up with the police. (See *Parishioners' Comments below*).

**Clerk/  
JD**

2. The police requested a parish update survey be completed by parish councils. The Chairman filled out the survey sheet at the meeting, making strong comments which will be sent to the police.

**Clerk**

**15.181 Chairman's Announcements**

The Chairman said Christingle had generated a disappointing return for the amount of work involved. She also gave notice of the Carol Service in the parish church of St Nicholas at 5pm on Sunday 20th December.

**15.182 PLANNING**

**1. New applications:** NONE

**2. Decision Notices**

**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:

Notification had been received from EHC of the Draft Strategic Land Availability Assessment (SLAA) - Round 3 sites (Rural area). Comments deadline 31 January. A map of the locations is to be published on the EHC website by the end of the week. It was agreed to defer any comments to the January meeting once specific site information had been obtained.

**Clerk/  
ALL**

**15.183 FINANCE**

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

Finance Summary from 1 to 30 November	£
<b>Opening available balance 1 November:</b>	<b>6,263.39</b>
Plus income to 30 November:	2,172.12
Minus expenditure to 30 November:	<u>999.13</u>
<b>Balance available to Council 30 November</b>	<b><u>7,436.38</u></b>
Unpresented cheques as at 30 November	00.00
Bank balance reconciled with statement #389, 27 Nov 2015	<b><u>7,436.38</u></b>

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.** Cllr John Kilby, as a non-signatory member, signed and verified the accounts reconciliation and the bank statement.

**3.1 Christingle donation:** It was unanimously **RESOLVED to ratify the full donation amount of £40 as agreed at the November meeting.**

**JD/Clerk**

**3.2 List of payments.** It was unanimously **RESOLVED to approve all the invoices presented for payment:**

**Clerk**

Date	Payee	Item	£	Chq	Power
9/12	Clerk	Salary Nov	504.07	1339	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
17/12	Clerk	Expenses Nov	25.40	1340	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
17/12	SC Ruff	Litterpicking	240.00	1341	OSA 1906 s9 & s10
17/12	Clerk reimburse	Printer ink	30.00	1342	LGA 1972 s111
17/12	Petty cash	Christingle	40.00	1343	LGA 1972 s137
Recoverable VAT			0.00		

Cheques were signed at the end of the meeting.

**Clerk**

**4. Budget 2016/17**

The Clerk produced a possible updated budget/precept projection for 2016/17, and the projected bank balance at the end of March 2016. It was agreed to defer discussion to the January meeting but noted a comment that the precept could remain unchanged.

**ALL**

**5. Sector Led Body (SLD) audit procurement from 2017**

It was **RESOLVED to "opt into" the SLB audit procurement arrangement to be provided through the Smaller Authority Audit Appointment Authority Ltd (SAAAA).**

**Clerk**

**6. VAT on Meads hire**

Cllr Robb Denham was not present to report his findings. However, it was agreed that licencing is the only viable way to provide Meads sports hire in the future. Possibility already broached with HHCC who are willing to discuss the practical details.

**RED/  
Clerk**

**7. PHS hand dryer.**

The Clerk reported that 90 days notice of termination is required before the contract renewal date, 22 February 2017. PHS will charge 75% of the annual fee plus a cancellation charge, irrespective of how long remains on the contract. It was therefore

	agreed to give PHS 11 months notice of termination now and when they remove their dryer next autumn, to then purchase a hand dryer, which Cllr White said his company would install.	<b>Clerk</b>
<b>15.184</b>	<b>Correspondence</b> Four items of correspondence were noted as appeared on the agenda: <ul style="list-style-type: none"> <li>• EHC: Confirmation of current NHB status</li> <li>• Angus Batey: HHCC chairman</li> <li>• The Pensions Regulator: Notification of “declaration of compliance” start date 1 March 2016</li> <li>• Casual vacancy – co-option enquiry from Mr Louis Luck (15.179)</li> </ul>	
<b>15.185</b>	<b>Litter picking contract</b> Two people had requested and received contract information and one tender had been submitted. It was unanimously <b>RESOLVED to accept Mr Ruff’s price of £60 per week, 52 weeks a year, for litter picking the East Herts defined route, including the Meads, but excluding litter bins and dog bins.</b> Litter picking tool to be supplied by the PC, bags to be supplied by EHC. Mr Ruff confirmed he had his own public liability cover.	<b>Clerk</b>
<b>15.186</b>	<b>Special Interest Matters</b> <b>1. Village Hall.</b> No report received. It was noted that the AGM will be held on 12th January and the official opening will be on 30th January. <b>2. Highways.</b> The broken salt bin at the junction of The Street and Worsted Lane has been straightened but not replaced (fault ref 201007429385). Agreed that HCC probably won’t do more due to limited use - although there might be a lot of snow this winter. <b>3. Footpaths and Byways:</b> Nothing to report <b>4. Website:</b> Nothing to report <b>5. Parishioners’ concerns and other matters:</b> <ul style="list-style-type: none"> <li>• Pallet of paving bricks on the road in Hare Street – reported as dangerous</li> </ul>	<b>Clerk/ RED</b>  <b>RED/Clerk</b>  <b>Clerk</b>
<b>15.187</b>	<b>Meads field and buildings</b> <b>1. The Meads generally:</b> 1. Pavilion: The leaking taps in the ladies’ toilets have yet to be replaced. <b>2. Maintenance:</b> 1. Dog bin emptying: <ul style="list-style-type: none"> <li>• It was agreed to ask EHC where the bin could be sited for them to empty, bearing in mind land ownership and H&amp;S issues – Highways verge possibilities?</li> <li>• The Chairman said she was very concerned about the bin on the Meads being in imminent danger of overflowing, with consequent H&amp;S issues. She agreed to ask RATS if their disposal facility could be used as a one-off at the weekend.</li> <li>• The Clerk to discuss a permanent solution for emptying and cleaning with EHC. If none can be found, the bin may have to be removed.</li> <li>• An emptying/contract to be arranged with EHC asap.</li> </ul> 2. The fallen danger sign to be fixed and re-located near the existing dog bin. Cllr White agreed to organise. <b>3. Play area</b> A grant has been applied for from Tesco’s Local Community Scheme via Groundwork UK. No further updates <b>4. Enquiry from Buntingford Cougars</b> The Cougars say they are still interested but have yet to decide the details of exactly what they want to hire.	<b>RW/Clerk</b>    <b>Clerk</b>  <b>JD</b>  <b>Clerk</b> <b>Clerk</b>  <b>RW</b>   <b>TM</b>  <b>Clerk</b>
<b>15.188</b>	<b>Neighbourhood Plan</b> Cllr Robb Denham was not present to provide a report.	<b>RED</b>
<b>15.189</b>	<b>Items for future agendas:</b> 1. To note any items received too late for inclusion on the agenda. NONE	

2. Other items for future agendas:
- January meeting: Budget and precept for 2016/17.
  - Standing Orders: incorporation of new rules, including to Financial Regulations
  - Meads car park: gate and access.

**ALL  
Clerk/RED  
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 said he hoped the photograph of the Queen and the clock would be re-hung in the new Village Hall. It was understood this would happen.
- There was also a question as to whether it has been passed for opening – there were concerns about one or two safety features.
- Further concerns were expressed regarding parking on the road outside the Hall

It was suggested these issues should be raised by the parishioner at the VH AGM in January.

- There was a request for the PC to write to the Catholic Church authorities to express concerns at the poor state of repair of the entrance porch on the B1038 (opposite the Meads).
- Concerns were expressed that there was no mention in the police crime reports of the recent attempted theft of lead from St Nicholas' Church roof, nor of the recent attempted burglary in Hare Street where police were seen to be checking for fingerprints.

**Clerk**

**Clerk/JD**

***The Parish Council Meeting resumed at 9.04pm***

**15.190 Date of next Parish Council Meeting:**  
Thursday 21st January 2016, 8pm in the Pavilion

**JD/Clerk**

The Chairman thanked everyone for attending and closed the meeting at 9.05pm

**Signed.....Dated.....**