

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting
Thursday 16 April 2015 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)

Three members of the public

In attendance: Colin Marks, Clerk to the Parish Council

- 15.048 Apologies for absence** **ACTION**
1. Councillors: Cllr Dave Baseley
2. Others: County Cllr Rose Cheswright, PCSO Amanda Higham
- 15.049 Declarations of Interest and Dispensations**
1. Declarations of Interest: Cllr Teresa Marks - a DPI as wife of the Clerk.
Cllr Madden – a DPI in respect of agenda item 15.053.1, the planning application for his property, Kenton House
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.
- 15.050 To approve Minutes of the Parish Council Meeting held on 19 March 2015**
No comments having been received it was ***taken as read that the Minutes of the Parish Council Meeting on 19 March were a true and accurate record.*** **JD/Clerk**
The Chairman signed the Minutes.
- 15.051 Police Report**
The Clerk read a report sent by PCSO Higham: Since the beginning of March, only one crime had been recorded, that of a burglary on March 1st in Hare Street. The Clerk said he had asked the PCSO about the theft of some items from a doorstep in Great Hormead, to which he received the response that no such crime had been recorded at Buntingford.
- 15.052 Chairman's Announcements**
The Chairman made a statement that, since a new Council has been elected unopposed, there will be no continuation of the issues in which it became embroiled during past few years. A line was to be drawn and all members must work together for the good of the community and with no personal agendas. This Council was about serving the parishioners, not about settling old scores. The statement was echoed by Cllr Marks and endorsed and agreed by the members present. **ALL**
- 15.053 PLANNING**
1. New applications:
3/15/0602/HH Kenton House, Hare Street: *Two story front extension, open porch and internal alterations.*
Cllr Madden requested that he be permitted to make an explanatory statement concerning the new application for his property, Kenton House. He said the porch and new bedroom above were within the original building line, and the addition of a second toilet was expedient. He then left the room at 8.10pm while the application was discussed.
With one abstention, the Parish Council had NO OBJECTIONS **Clerk**
Cllr Madden returned to the room at 8.15pm
- 2. Decision Notices**
3/15/0361/FUL Lavender Cottage, Hare Street: *Installation of outdoor menage.*
DECISION AWAITED
3/15/0252/FUL Great Hormead Hall, Hall Lane: *Erection of agricultural grain/machinery store*
DECISION AWAITED
3/15/0040/FP Kenton House, Hare Street: *Demolition of disused motor repair workshop and erect a 2 bed dwelling.*
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:

None

15.054 FINANCE

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

Finance Summary from 1 to 31 March	£
Opening available balance 1/3/15:	6,023.83
Plus income to 31/3/15:	0.00
Minus expenditure to 31/3/15:	<u>1,084.48</u>
Balance available to Council 31/3/15	<u>4,939.35</u>
Unpresented cheques as at 31/3/15:	0.00
Bank balance reconciled with statement #376, 31/3/15 (Fiscal Year end)	<u>4,939.35</u>

The Clerk explained that the year-end bank balance of £4,939.35 included £2,534 ring-fenced monies and was against the 2014/15 budgeted balance of £2,955. The available balance exclusive of ring-fenced monies was £2,405. The Clerk further explained that a VAT reclaim for £269.44 was deposited in the bank on 9th April and that invoices for cricket hire had been sent to Hare St & Hormead CC, Hertford CC and Mr Medicott, totalling £1,155 (against the cricket hire budget of £945)

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

Date	Payee	Item	£	Chq	Power
13/4	C Marks, Clerk	Salary March	524.26	101258	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
16/4	C Marks, Clerk	Exp March	28.12	101259	LGA 1972 s111
16/4	Clerk, Petty Cash	Petty cash top-up	52.98	101260	LGA 1972 s111 & s112
16/4	SC Ruff	Litter picking	280.00	101261	OSA 1906 s9 & s10
16/4	SC Ruff	Pavilion clean	37.25	101262	LGA 1972 s133
16/4	Earthworms	Meads contract	475.00	101263	LG(MP)A 1976 s19
16/4	HAPTC	Annual subs	373.46	101264	LGA 1972 s143

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

Clerk

3. Internal Audit and External Audit

The Clerk said the internal audit would be carried out on 23 April. Cllr Kilby asked why the Council would not be seeing the Accounts beforehand. The Clerk said he had not been able to prepare them in time for this meeting, but it was for the Council to approve and sign the Annual Accounts and the internal audit before submission to the external auditor, BDO. These were due to BDO on 6th July and so would have to be approved by Council at its June meeting, or at any rate no later than the deadline of 30th June. Draft Accounts should be available for consideration at the May meeting. The notice of Electors' Rights was to be displayed on the notice boards from 25th May.

Clerk

The Clerk also noted that the Parish Council is amongst this year's randomly selected 5% that are required to complete an intermediate review questionnaire as part of its audit.

ALL

4. Pensions auto-enrolment

The statutory duty of all parish councils to have a qualifying pension scheme in place was discussed and the potential fines that may be applied if they fail to do so was noted, It was therefore unanimously **RESOLVED that the Clerk set up a NEST (National Employment Savings Trust) account.**

Clerk

equipment provider said everything can be accommodated by rearranging the layout. The parishioners said how desirable it is for the gate to be open every day during the summer because they had to park on the road.

15.058 Neighbourhood Plan

Cllr Robb Denham said things had slowed down against the progress being made by Buntingford. The consultant, Lorraine Hart, was visiting him the following Monday to see what help she could give. Cllr Kilby said emails about meetings were not being sent out, but RED said all those who had signed up as interested parties were included in the circulation of information. Even so, the last meeting could not go ahead because the meeting was not quorate (only two people turned up). RED said he would report further after Lorraine Hart's visit

RED

15.059 Revision of Standing Orders:

Cllr Robb Denham had emailed a draft to members for consideration. It was noted that the latest revisions had not been highlighted. Cllr Kilby said the Standing Orders should be reviewed at the Annual Council Meeting. However, it was agreed that the annual review did not preclude the revised document being adopted now and it was **RESOLVED that members would read the revised Standing Orders and if no comments were made within a week, they would be adopted forthwith and ratified at the next meeting.**

**ALL/
Clerk**

15.060 Review of Asset Register:

Cllr Robb Denham produced a revised Asset Register based on what he noted when preparing the Neighbourhood Plan. This had considerable differences to that used for the insurance and it was agreed the Register would be considered further when the insurance comes up for renewal at the end of May.

RED

**RED/
Clerk**

15.061 VE Day 70th Anniversary Celebration event

No response had been received to the information that had been emailed round. However, the Clerk said he had applied for a £300 grant from EHC loosely based on the Jubilee event, including banners and advertising and utilising the Jubilee beacon, provided it can still be made to work. Following a discussion it was agreed to go ahead and arrange the event for Friday 8th May at 7pm. This would not clash with the official beacon event being held at Little Horstead, which is part of the national network of beacons and which will be lit at 9.32pm that same evening. All members were asked to help with the arrangements wherever possible.

**JD/Clerk
and ALL**

A colourful leaflet to be printed for inclusion in the Newsletter as well as an advert printed inside. The Clerk to organise printing and advertising.

Clerk

15.062 East Herts Surface Water Management Plan (SWMP)

A letter has been received from WSP, working for HCC to produce a surface water management plan (SWMP) for the area. They are asking for information on sites affected by flooding giving specific dates where possible and which might be considered priority, for incorporation into the District's Plan. It was agreed that the Clerk should write giving details of the 2014 flooding of properties in Hare Street, the Meads, Worsted Lane, and the B1038 by the Catholic cemetery.

Clerk

15.063 Urgent matters received too late for inclusion on the agenda: None

15.064 Items for future agendas: None

Adjournment for public comments

Following a vote at 9.50pm it was **RESOLVED that the meeting be suspended to allow public comments.**

- A parishioner said there were concerns about the advertised sale of 4 plots of land behind New Cottages, and whether the new footpath will be affected if the sale goes ahead. The question was also raised whether the meadows could be considered a parish amenity.

The Parish Council Meeting resumed at 9.56pm

15.065 Dates of next Meetings:

- 1. Hornead Parish Annual Meeting Thursday 30th April, venue and time tbc
- 2. Annual Parish Council and Full Parish Council Thursday 21st May commencing at 7.30pm, venue and time tbc **JD/Clerk**

Informal Meeting

The Chairman requested that all council members meet informally as a new council before the Annual Council Meeting, and suggested Thursday 14th May in the Pavilion at 8pm. This was agreed. **ALL**

The Chairman thanked everyone for attending and closed the meeting at 10.05pm

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