

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting

Thursday 21 May 2015 following the Annual Council Meeting in the Meads Pavilion

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

Three members of the public

In attendance: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 9pm

- 15.080 Apologies for absence** **ACTION**
1. Councillors: Cllr Denis Madden, personal business
  2. Others: None (*Clerk's note: Dist Cllr Ben Harris-Quinney sent an apology that was received after the meeting*)
- 15.081 Declarations of Interest and Dispensations**
1. Declarations of Interest: Cllr Teresa Marks - a DPI as wife of the Clerk in relation to his payments.
  2. To receive written requests for dispensations: Cllr Teresa Marks had applied for a dispensation to speak and vote on Council finances concerning payments to the Clerk in which she has a pecuniary interest as the wife of the Clerk.
  3. To consider requests for dispensations: Cllr Marty Kilby questioned whether a dispensation could be granted where extra payments to the Clerk (additional hours, wage awards recommended by the Staffing Committee etc) were being approved. Not whether they were paid, but in relation to the amounts where bias and conflict of interest might be a possibility. The Clerk said the law placed the responsibility for determining dispensations entirely with the Parish Council; nevertheless, the Council asked the Clerk to verify the particular matter of additional payments. **Clerk**
- 15.082 To approve Minutes of the Parish Council Meeting held on 16 April 2015**
- Following a vote it was **RESOLVED that the Minutes of the Parish Council Meeting on 16 April 2015 were a true and accurate record.** (Cllr M Kilby abstained, being neither present nor elected at the time of the meeting).  
The Chairman signed the Minutes. **JD/Clerk**
- 15.083 Police Report**
- The Clerk read a crime report submitted by Herts Constabulary that said no crimes in any category were recorded in the parish during April. Rural burglary patrols visit the parish regularly to spot suspicious activity and deter criminals.
- 15.084 Chairman's Announcements**
- The Chairman thanked everyone who contributed to the success of the VE Day 70th Anniversary Celebrations on the 8th of May. There had been a lot of very positive feedback from across the parish. £130 had been made from the raffle and this had been donated to the Royal British Legion. Due to copy deadlines it would not be possible to include a report in the Newsletter, so it was proposed that a news-sheet be printed with a report and photographs, which would be circulated in the Newsletter as an insert. There was now a total of £229.60 cash in donations from the event and it was further proposed that the cost of printing the news-sheet be taken from that. The Clerk to organise the copy, photographs and printing. **Clerk**
- 15.085 PLANNING**
- 1. New applications:**
- 3/15/0722/HH Rowan tree Cottage, 1 Park Cottages, Lt Hormead: Single storey front extension with open canopy. Conversion of garage into habitable room with first floor window**
- The Council had **NO OBJECTIONS** **Clerk**

## 2. Decision Notices

**3/15/0602/HH Kenton House, Hare Street:** *Two storey front extension, open porch and internal alterations.* **APPROVED with conditions**

**3/15/0361/FUL Lavender Cottage, Hare Street:** *Installation of outdoor menage.*  
**DECISION AWAITED**

**3/15/0252/FUL Great Hornead 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

## 15.086 FINANCE

1. The report of the Council's finances for 1 to 30 April was received (Appendix A)

Finance Summary from 1 to 30 April	£
<b>Opening available balance 1/4/15:</b>	<b>4,939.35</b>
Plus income to 30/4/15:	8,969.44
Minus expenditure to 30/4/15:	<u>1,453.82</u>
<b>Balance available to Council 30/4/15</b>	<b><u>12,454.97</u></b>
Unpresented cheques as at 30/4/15:	0.00
Bank balance reconciled with statement #377, 30/4/15	<b><u>12,454.97</u></b>

The Clerk noted that there was still £125 in cricket hire fees to be received. It was also noted that April cheques 1261 and 1262 for litterpicking and pavilion cleaning had been lost. The bank has stopped these and replacement cheques are to be issued at this evening's meeting.

Clerk

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.** There was a discussion as to whether £1,500 insurance cover was adequate for the pavilion contents; it was agreed that it was. The Clerk was asked to check how much it would cost to insure the cricket roller and mower. It was unanimously **RESOLVED to approve all the invoices presented for payment.** It was noted that at the Annual Council Meeting earlier in the evening it had been agreed to discontinue membership of CDA for Herts (£30 annual subscription). April litterpicking and pavilion cleaning cheques were noted as re-issued as explained above.

Clerk

Date	Payee	Item	£	Chq	Power
30/4	Cash	VE Day exp	300.00	1265	LGA 1972 s111& s112(1)
30/4	Cash	VE Day exp	300.00	1266	LGA 1972 s111& s112(1)
14/5	SC Ruff	Replaces 1261	280.00	1267	OSA 1906 s9 & s10
14/5	SC Ruff	Replaces 1262	37.25	1268	LGA 1972 s133
14/5	C Marks, Clerk	Salary April	416.35	1269	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
14/5	D Madden	Gas for beacon	70.58	1270	LGA 1972 s112(1)
21/5	C Marks, Clerk	VE Day banners	112.19	1271	LGA 1972 s112(1)
21/5	C Marks, Clerk	VE Day bunting	39.00	1272	LGA 1972 s112(1)
21/5	C Marks, Clerk	VE BBQ & sugar	38.10	1273	LGA 1972 s112(1)
21/5	C Marks, Clerk	Exp April	37.25	1274	LGA 1972 s111
21/5	C Marks, Clerk	Petty cash	33.12	1275	LGA 1972 s111 & s112
21/5	SC Ruff	Litter picking	283.00	1276	OSA 1906 s9 & s10

21/5	Accountancy	Internal audit	150.00	1277	LGA 1972 s111
21/5	Zurich	Insurance	908.50	1278	LGA 1972 s114, 140,111
21/5	Earthworms	Meads contract	920.00	1279	LG(MP)A 1976 s19
21/5	E.ON	Electric Feb-Apr	55.25	1280	LGA 1972 s133
21/5	C Marks, Clerk	CPALC subs	6.00	1281	LGA 1972 s111
21/5	C Marks, Clerk	Ink cartridge	21.00	1282	LGA 1972 s111
21/5	SC Ruff	Litter picking	280.00	1283	OSA 1906 s9 & s10
21/5	SC Ruff	Pavilion clean	36.00	1284	LGA 1972 s133

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

Clerk

**3. Internal Audit and External Audit 2014/15** (due to BDO 6th July)

1. The figures for accounting statements in Section 1 were agreed.
2. The draft set of accounts was agreed and is for approval at the June meeting.
3. The Intermediate Review will be submitted for approval at the June meeting.

Clerk  
Clerk  
Clerk

**4. Pensions auto-enrolment**

Setting up a NEST account is in hand. A nominated contact has to be registered with the Pensions Regulator by 1st July

Clerk

**5. Annual insurance review**

Pavilion contents valuation and cricket roller and mower cover discussed at 15.086.2

Clerk

**6. Donation to Good Neighbours Scheme**

Agreed for the Chairman to clarify the position – decision deferred until the June meeting

JD

**15.087 Correspondence**

Eight items of correspondence were noted as appeared on the agenda. All items covered elsewhere in the meeting.

Clerk

**15.088 Special Interest Matters**

**1. Village Hall.** Cllr John Kilby said an application had been made to Biffa for another grant. The work towards completion was continuing.

**2. Highways.** In Cllr Madden's absence there was no report. Cllr John Kilby said the post of the sign on the B1038 coming into Hare Street from Buntingford was leaning loosely at an angle. Cllr White agreed to see if it could be straightened and firmed; if that was not possible, it would be reported to Highways.

RW/Clerk

**3. Footpaths and Byways:** Cllr Robb Denham said the latest list of works to be done from the County's Rights of Way Officer was unchanged from the previous report.

RED

**4. Website:** Nothing to report.

Clerk

**5. Parishioners' concerns and other matters:**

1. The amount rubbish being left by Circle Housing's contractor, Keir, at Jubilee Cottages had improved somewhat. The proposed site meeting with Circle never materialised. The Clerk's emails to Circle went unanswered.
2. Cllr John Kilby had raised a complaint to Highways about plastic being shed along the B1368 road and verges from an un-sheeted lorry. The complaint had been referred to the Environment Agency. The PC will be updated if any action taken.

JK

**15.089 Meads field and buildings**

1. The Meads generally: Nothing general to report
2. Maintenance contract: Earthworms continue to maintain the area in accordance with the contract. Cllr Robb Denham said Earthworms should be invoiced at the end of the month rather than mid-month
3. Play area repairs:
  1. Cllr Marks said exploring funding possibilities was ongoing.
  2. The Annual RPII inspection was scheduled for June

Clerk

TM  
Clerk

**15.090 Neighbourhood Plan**

Cllr Robb Denham said work was ongoing but there was nothing to report at the moment.

RED

**15.091 VE Day 70th Anniversary Celebration Report**

The event was heralded as a resounding success by all who had attended. £130 raised from the raffle had been donated to the Royal British Legion. The final cost to the Council

had yet to be confirmed, but everyone agreed it had been thoroughly worthwhile. An additional donation of £10 had been handed to the Chairman before the meeting.

Clerk

**15.092 VJ day and marking EIRR as the longest reigning British monarch**

Having been raised in the parish, a parish celebration to mark these historic events was considered and the Council was interested in being involved. It was agreed to discuss details further with interested parishioners and to consider the practical details and a suitable date at the June meeting.

JD/RED/  
Clerk

**15.093 Members' agreement to receive emailed agendas:**

Councillors completed and signed their consent forms and returned them to the Clerk.

Clerk

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

**15.095 Items for future agendas:** None

**Adjournment for public comments**

Following a vote at 10.18pm it was **RESOLVED that the meeting be suspended to allow public comments.**

- A parishioner asked why Affinity Water were continuously checking the borehole by the pumping station (Worsted Lane). The Clerk agreed to make enquiries.

Clerk

***The Parish Council Meeting resumed at 10.22pm***

**15.096 Date of next Parish Council Meeting:**

Thursday 18th June, 8pm in the Pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 10.23pm

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