

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting
Thursday 18 June 2015 at 8pm 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); (RW)

Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 8pm

- 15.097 **Apologies for absence** ACTION
1. Councillors: Cllr Richard White – on holiday
 2. Others: County Councillor Rose Cheswright – on holiday
- 15.098 **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 members' written requests for dispensations:** Cllr Teresa Marks re-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:** A definitive statement from HAPTC stated that the decision rests entirely with the Council. After discussion it was proposed and seconded that the dispensation be granted as requested. In the ensuing vote there were two votes for the proposal and two opposed, with one abstention. The Chairman used her casting vote and it was **RESOLVED that the full dispensation be granted to Cllr Teresa Marks as requested**
- Clerk
- 15.099 **To approve Minutes of the Annual Parish Council Meeting held on 21 May 2015**
Following a vote it was **RESOLVED that the Minutes of the Parish Council Meeting on 21 May 2015 were a true and accurate record.**
The Chairman signed the Minutes. JD/Clerk
- 15.100 **To approve Minutes of the full Parish Council Meeting held on 21 May 2015**
A written request had been received that the qualifying phrase "to the spouse of the Clerk" be added to the opening sentence of item 15.081.3. It was proposed and seconded that the Minutes be amended accordingly; the proposed amendment was defeated by 3 votes to 2 and it was therefore **RESOLVED that the Minutes of the full Parish Council Meeting on 21 May 2015 as submitted were a true and accurate record.**
The Chairman signed the Minutes. JD/Clerk
- 15.101 **Police Report**
The Clerk read the latest crime report submitted by Herts Constabulary that said no crimes in any category were recorded in the parish during May.
- 15.102 **Chairman's Announcements**
The Chairman said it was with great regret she had received a letter of resignation from Cllr Denis Madden, citing personal reasons. She said that he has been a very pro-active councillor and his resignation would be great loss to the Parish Council. Cllr Teresa Marks proposed the Chairman send him a letter of thanks, which the Chairman said she had already determined to do. JD
- 15.103 **PLANNING**
1. **New applications:**
3/15/0749/HH Yew Tree Cottage, The Street, Little Hormead: Detached garage/car port
The Parish Council had NO OBJECTIONS Clerk
 2. **Decision Notices**
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*

APPROVED with conditions

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 APPROVED with conditions

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: Received too late to be included on the agenda

3/15/0993/FUL Wild Acre Nursery, Hare Street: Erection of a 1.5 storey 3 bedroom dwelling
The Parish Council had NO OBJECTIONS

Clerk

15.104 FINANCE

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

Finance Summary from 1 to 31 May	£	
Opening available balance 1 May:		12,454.97
Plus income to 31 May:		1,114.60
Minus expenditure to 31 May:		<u>4,323.59</u>
Balance available to Council 31 May		<u>9,245.98</u>
Unpresented cheques as at 31 May		920.00
Bank balance reconciled with statement #379, 31 May 2015		<u>10,165.98</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.**

Date	Payee	Item	£	Chq	Power
15/6	Clerk	Salary	402.60	1285	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
18/6	Clerk	Expenses	20.00	1286	LGA ² 1972 s111
18/6	Petty cash	Petty cash	4.80	1287	LGA ² 1972 s111 & s112
18/6	HAPTC	Training event	90.00	1288	LGA ² 1972 s111
18/6	SC Ruff	Litterpicking	280.00	1289	OSA ³ 1906 s9 & s10
18/6	SC Ruff	Pavilion clean	56.25	1290	LGA ² 1972 s133
18/6	Earthworms	Meads & cricket	915.00	1291	LG(MP)A ⁴ 1976 s19
18/6	Supplies Team	Printer ink	56.39	1292	LGA ² 1972 s111

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

Clerk

3. Approval of Annual Return for year ending 31 March 2015 (due to BDO 6th July)

1. The Accounting Statement in Section 1 was approved and signed
2. The Annual Governance Statement in Section 2 was approved and signed
3. The Intermediate Review was approved and signed

JD/Clerk
JD/Clerk
Clerk

4. Pensions auto-enrolment: update

The Clerk has been registered with the Pensions Regulator as the nominated contact. Cllr Robb

Denham has been nominated as the secondary contact to backup the above.

5. Annual insurance review: update on roller and mower

Hare Street and the Hormeads Cricket Club have confirmed that the motor roller and motor mower belong to them. They will therefore be arranging any insurance cover.

6. Donation to Good Neighbours Scheme

Following a discussion it was unanimously **RESOLVED to donate £100 to the Good Neighbours Scheme**. The Chairman to check with the Church the arrangements for payment.

JD/Clerk

15.105 Correspondence

Six items of correspondence were noted as appeared on the agenda:

Clerk

- EHC Clair Pullen: Grants availability
- HCC: Herts Waste Local Plan, Employment Land Areas of Search Supplementary Planning Document Consultation 29 May-10 July
- EH Planning: Gt Hormead Hall grain/machinery store consultation, 10 June (15.103.2)
- HCC: Road closures: Tour of Britain - Womens Cycle Race, 20th June (15.106.2)
- HCC Rights of Way: mowing & strimming programme (15.106.3)
- Herts Police Neighbourhood Watch: DriveSafe Scheme feed back request

15.106 Special Interest Matters

1. Village Hall. No report

2. Highways.

1. Many hedges around the parish are leaning over the road, eg the B1038 by Wild Acres and the B1038 past the Three Tuns towards the Pelhams. It was agreed to report these and to ask if there is a hedge-cutting schedule. Cllr John Kilby said the previously reported plastic and polystyrene waste being shed by lorries continues. This has been reported to Sir Oliver Heald MP.

Clerk

2. Notices of the road closures that will be in force due to the Cycle Race on 20th June have been widely posted along the route and maps put up on the parish notice boards

3. Footpaths and Byways: Cllr Robb Denham reported that some paths are now very overgrown - up to shoulder height

RED

4. Website: No progress to report.

Clerk

5. Parishioners' concerns and other matters: None reported

15.107 Meads field and buildings

1. The Meads generally: No issues reported. It was noted that the second picnic table is now in place at the Meads, courtesy of Cllrs J & M Kilby – in addition to the planter used for the QEII Jubilee oak.
2. Maintenance contract: It was agreed that the quality of maintenance is much improved from last year.
3. Play area repairs:
 1. Cllr Marks said she is awaiting news on the latest EHC grant application.
 2. The Annual RPII inspection is scheduled for sometime in June

TM
Clerk

15.108 Neighbourhood Plan

Cllr Robb Denham said work continues and Buntingford are now probably a couple of months away from producing their Plan for consultation.

RED

15.109 VJ day and marking EIRR as the longest reigning British monarch

The Chairman said there had been requests to hold another event similar to the one for the VE Day anniversary in the Spring. It was thought that with enough planning, and provided the whole Council got involved together with volunteers, it was possible to arrange and could be self-financing. Following a discussion it was unanimously **RESOLVED to host a parish celebration event on Friday 11th September**

ALL/
Clerk

15.110 Definitive advice from NALC/HAPTC on recording of Council meetings

HAPTC had provided definitive advice on the recording of Parish Council meetings. This was noted.

The report is reproduced at the end of these Minutes.

15.111 Urgent matters received too late for inclusion on the agenda:

- Cllr Marty Kilby said she had identified some inconsistencies and errors in the cross references in the draft Standing Orders and requested that these be corrected. Cllr Robb Denham suggested the amendments be made and ratified at the July meeting.

MK/RED

- A request had been received from the litter picker for his payments to be increased for the general litterpicking route. There was a brief discussion; the matter will be considered at the July meeting.

Clerk

15.112 Items for future agendas:

- Cllr Marty Kilby requested that the recording of Parish Council meetings be considered in July.
- To ratify Standing Orders
- To consider litter picker payments

Clerk

Adjournment for public comments

Following a vote at 9.27pm it was **RESOLVED that the meeting be suspended to allow public comments.**

No comments were made by the members of the public present.

The Parish Council Meeting resumed at 9.28pm

15.113 Date of next Parish Council Meeting:

Thursday 23rd July, 8pm in the Pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.29pm

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

Report presented at Agenda item 15.110

Advice obtained from NALC via HAPTC on recording of meetings:

1. Extract from DCLG publication "*Open and accountable local government - A guide for the press and public on attending and reporting meetings of local government*" Published August 2014

Can I film or audio-record the meeting?

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.

There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.

Do I need to have advance permission to report the meeting?

No. Whilst we would encourage people to contact staff in advance if they want to film or record, equally, we would discourage any system which "vetted" journalists or restricted reporting to "approved" journalists. Councils should support freedom of the press within the law and not seek to restrict those who may write critical comments.

Can I film or audio-record a private meeting?

The rules on the use of communication methods, such as filming and audio-recording, only require local government bodies to allow the reporting of meetings open to the public. The relevant council or local government body may not allow you to film or audio-record its private meetings. You may also not be allowed to leave recording equipment in the room where a private meeting is held for the purpose of reporting on the meeting.

Can I tweet or blog a council or local government body meeting?

Yes, the new rules allow for reporting of meetings via social media of any kind. Therefore bloggers, tweeters, and for example, Facebook, YouTube users and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for reporting.

If I am a councillor, can I tweet or blog during council meetings?

The national rules do not prevent councillors from tweeting and blogging at meetings, so they should be able to do so provided it is not disruptive and does not detract from the proper conduct of the meeting. Whilst councillors are expected to comply with their body's code of conduct, this should not prevent councillors from tweeting or blogging when appropriate.

2. NALC add an additional comment to the above:

This can be extended to cover *any* recording of the meeting; so basically the rules on recording a meeting *do not distinguish* between members of the public and Councillors. i.e. A Councillor *may* record at a meeting *provided* that:

1. It is not in any way disruptive to the meeting and
2. Neither the public nor Councillors are permitted to record a private or closed session. (So a councillor may *not* record any part of the meeting where the press and public are excluded).

