

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting
Thursday 23 July 2015 at 8pm in the Meads Pavilion

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

No members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman being absent, the first business was to elect a chairman for the meeting. Following a proposal and second it was **RESOLVED that Cllr Robb Denham be Chairman of the meeting.**

The Chairman opened the meeting at 8pm

15.114 Apologies for absence

1. Councillors: Cllr Jayne Denham (Chairman) – unwell
2. Others: None

15.115 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.

15.116 To approve Minutes of the Parish Council Meeting held on 18 June 2015

No written requests for amendments having been submitted, it was **RESOLVED that the Minutes of the Parish Council Meeting on 21 May 2015 be taken as read and were a true and accurate record.**

The Chairman signed the Minutes.

**RED/
Clerk**

15.117 Police Report: None

15.118 Chairman's Announcements: None

15.119 PLANNING

1. New applications:

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

*The Parish Council had **NO OBJECTIONS***

Clerk

2. Decision Notices

3/15/0993/FUL Wild Acre Nursery, Hare Street: Erection of a 1.5 storey 3 bedroom dwelling
DECISION AWAITED

3/15/0749/HH Yew Tree Cottage, The Street, Little Hormead: Detached garage/car port
APPROVED with conditions

3/15/0361/FUL Lavender Cottage, Hare Street: *Installation of outdoor menage.*
APPROVED with conditions

3/15/0040/FP Kenton House, Hare Street: *Demolition of disused motor repair workshop and erect a 2-bed dwelling.*
APPROVED with conditions

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

3/15/1347/HH Yew Tree Cottage, The Street, Little Hornead: Replace roof and raise roof height. Single storey rear extension *The Parish Council had **NO OBJECTIONS***

Clerk

15.120 FINANCE

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

Finance Summary from 1 to 30 June	£
Opening available balance 1 June:	9,245.98
Plus income to 30 June:	0.00
Minus expenditure to 30 June:	<u>1,825.04</u>
Balance available to Council 30 June	<u>7,420.94</u>
Unpresented cheques as at 30 June	1,061.39
Bank balance reconciled with statement #381, 30 June 2015	<u>8,482.33</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
3/7	HMRC	PAYE month 1603	18.60	1293	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
11/7	Clerk	Salary June	402.60	1294	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
23/7	Clerk	Expenses	20.88	1295	LGA 1972 s111
23/7	Clerk	Petty cash	27.72	1296	LGA 1972 s111 & s112
23/7	SC Ruff	Litterpicking	280.00	1297	OSA 1906 s9 & s10
23/7	SC Ruff	Pavilion clean	30.00	1298	LGA 1972 s133
23/7	Broadmead Leisure	Emergency work play area	120.00	1299	LG(MP)A 1976 s19
23/7	NALC	LCR mag subs	17.00	1300	LGA 1972 s143
23/7	Benefice Good Neighbours	Donation	100.00	1301	LGA 1972 s137
23/7	Earthworms	Meads & cricket	750.00	1302	LG(MP)A 1976 s19
23/7	Style:Cymru	Web site hosting	119.00	1303	LGA 1972 s142
Recoverable VAT			21.64		

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

Clerk

3. Litter picker: increase in payment

The litter picker's request for an increase was discussed. There was a discussion on the definition of, and distinction between, someone being an employee, self-employed or a contractor. Concerns were expressed that the 2012 ruling that clerks must be Parish Council employees must be applied more rigorously to ensure that a contractor cannot be regarded as an employee. It was suggested that to help clarify the position, the litter picking should be put out to tender, with the contractor's own public liability insurance being a requirement. This could be done via the newsletter and the notice boards. It was proposed and **RESOLVED that it must be ensured the litter picker is a contractor and not an employee and that the litter picking be put out to tender. The area covered to be as defined by the EHC litter picking grant map.**

Clerk

The EHC litter picking grant had just been received, increased by approximately £25 over last year. EHC also provided a map of the area covered and asked for the PC to confirm by the end of August that it was correct. This does not include the additional section along Buntingford Road. After further discussion it was **RESOLVED to stop the litter picking of the additional section of the Buntingford Road, which costs £40 a month.**

Clerk

The Clerk to discuss these matters with the litter picker before implementing the tender process. The litter picker's new rates would then be reflected in his tender.

Clerk

4. VAT: Possible need to register

The Clerk reported that he has written to HMRC for clarification on the Council's position regarding VAT registration and charges on pitch hires and its non-business position under section 19 of the Local Government (Miscellaneous Provisions) Act 1976. The matter of issuing user licences as a legitimate means of avoiding VAT was discussed, but since no response has yet been received from HMRC, further discussion was deferred to a later meeting. The Clerk pointed out that failure to pay VAT is the crime of tax evasion.

Clerk

15.121 Correspondence

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

Clerk

- Buntingford TC: Invitation to Phoenix Project Consultation event, 27th June
- Action Challenge: Notification of charity run: London 2 Cambridge Charity Challenge 29th - 30th August
- Dist Cllr Harris-Quinney and Herts Highways: re overgrown hedge problems B1038 (15.122.2.1)
- Style Cymru: Website problems in uploading pages and managing files (15.122.4.2)
- Parishioner: enquiry for hire of pavilion and field
- Parishioner: report of broken log traverse in play area (15.123.3.2)
- EHC: Report of same – RPII inspector (15.123.3.2)
- EHC: David Allen, Waste Services Manager: re Litterpicking grant amount and pick areas (15.120.3)

15.122 Special Interest Matters

1. Village Hall. No report

2. Highways.

1. Overgrown hedges along the B1038: The Clerk said the hedges along the east and westbound B1038 had been reported to Highways via the online system and also to DC Ben Harris-Quinney but as yet no action has been taken.

Clerk

2. Other issues: None reported

3. Footpaths and Byways: Cllr Robb Denham said there were no changes to the previous status. Gates have been broken at the field entrances on the Hertfordshire Way by the River Quin at Worsted Lane giving vehicular access to the fields. To be monitored.

RED

4. Website: The Clerk said that problems with the content editor meant he had been unable to update the website in July. Style Cymru believed the problem has now been resolved, but a number of updates have yet to be done. There has been no progress on looking at alternative site providers.

Clerk

5. Parishioners' concerns and other matters: None reported

15.123 Meads field and buildings

1. The Meads generally:

1. A sighting of rats in the car park has been reported to Roy Jarman.
2. The stopcock by the cricket square is leaking again. Cllr White said he will look at it.
3. The taps in the toilets are leaking again and causing puddles on the floor. The Clerk said the problem is faulty taps that are badly designed and the need to be replaced.

Clerk

RW

Clerk

2. Maintenance contract: All being done according to agreed schedule of works.

Clerk

3. Play area repairs:

1. Cllr Marks reported that EHC has awarded the Parish Council up to £1,950 from its Small Council Capital Grant budget to replace the swings. Work to be completed within 6 months.
2. The Annual RPII inspection was considered together with the report of the collapsed log traverse. The broken log traverse was removed and the area made safe by Broadmead Leisure on the same day that it broke. Broadmead did a site report that confirmed the RPII that both the cradle and junior swings had serious wood rot in the posts and that replacing the rotten posts would not be an economical proposition. Quotes were considered for replacing various items and

TM
Clerk

after discussion it was **RESOLVED to replace the cradle and junior swings with wooden ones as quoted by Broadmead Leisure.**

Clerk

15.124 Neighbourhood Plan

Cllr Robb Denham said the next Buntingford meeting is in September to receive the updated Plan for approval in preparation for consultation.

RED

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

Cllr Robb Denham said that, with the exception of one parishioner, no volunteers had come forward to help. He asked if councillors would volunteer but none responded. Without a number of volunteers from the parish the event could not be planned because of the amount of work required to set up and organise the Meads and pavilion. Cllr Marty Kilby suggested that, if the Village Hall was open, it might provide a relatively easy option to put on a celebratory tea. Cllrs T Marks and R White thought this might be a practical option since it would be easier to organise and not weather dependent. The Clerk was asked to ascertain from VH Chairman Dave Baseley whether the Hall would be open and available in early September.

Clerk

15.126 Standing Orders

Minor reference amendments raised at the last meeting were to be ratified, but since new rules have now come into force, including with reference to Financial Regulations, it was agreed to defer the Standing Orders review to a later meeting once the changes have been incorporated.

RED/
Clerk

15.127 Recording of Parish Council meetings

Cllr Marty Kilby said she thought the recording of the meeting as an aide memoir for the preparation of the Minutes, and to clarify any points of disagreement, would be helpful. They would be for the sole use of the Clerk and would be disposed of once the Minutes were approved at the next meeting. Councillors agreed to consider whether there would be any advantage in recording and to discuss again at the next meeting.

ALL

15.128 Items for future agendas:

1. To note any items received too late for inclusion on the agenda. NONE
2. Other items for future agendas:
 - The recording of Parish Council meetings to assist in the preparation of Minutes.
 - Standing Orders: incorporation of new rules, including to Financial Regulations
 - Litter pick tender

Clerk

Clerk

Adjournment for public comments

Since there were no members of the public present, there was no adjournment.

15.129 Date of next Parish Council Meeting:

Thursday 17th September, 8pm in the Pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.50pm

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