

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 10 September 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);

Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

The Chairman opened the meeting at 8pm

### 15.130 Apologies for absence

1. Councillors: Cllr Richard White – ill
2. Others: County Cllr Rose Cheswright – County meetings

### 15.131 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. Cllrs J and M Kilby as living close to the planning application for Quinn Rise (not pecuniary).
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.

### 15.132 To approve Minutes of the Parish Council Meeting held on 23 July 2015

No further written requests for amendments having been submitted, it was **RESOLVED that the Minutes of the Parish Council Meeting on 23 July 2015 be taken as read and were a true and accurate record.**

The Chairman signed the Minutes.

**JD/Clerk**

### 15.133 Police Report

1. No report received. An email had been received from PCSO Higham inviting issues for raising with District Councillors at the next Police Locality Meeting
2. Rural Team: Has requested to use the pavilion as a base from which to conduct their parish security advice initiative (Operation Stomp) on 23rd September. Granted.

**Clerk**

### 15.134 Chairman's Announcements:

- The Chairman read a prepared statement and asked that it be recorded in the Minutes for clarity:

*I have been concerned to find that people are being copied into emails that have never sat the Parish Council, so this cannot even be considered as an error of using an old list.*

*This was in the midst of all the infighting over whether or not someone said no to volunteering. The copying in of others is a far more serious matter, especially as the end result was that not one person volunteered for anything.*

*I will once again reiterate that the Council is here to serve the parish and parishioners; it is such a shame that time can be spent on who said what rather than organise a celebratory tea!*

*I will volunteer to do the tea at the Meads and ask the Village Hall Committee to join with us. I have checked with Jo (Booking Officer) and the Village Hall will not be available until November.*

- The date for the tea to be either the last weekend in September or the first in October, subject to confirmation of availability of the pavilion. Councillors were asked to volunteer to help. Any profit to go to Cancer Research.
- The Chairman said that the new Village Hall looked lovely at the open day and congratulated everyone involved.
- Since there was no call for an election, a casual vacancy notice was now on the notice boards and the website inviting applications to join the Council.

**JD/Clerk/  
ALL**

**Clerk**

**15.135 PLANNING**

**1. New applications:**

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

**Clerk**

**2. Decision Notices**

**3/15/1510/FUL 3 Vine Cottages, Hare Street:** Garage conversion to residential annexe. Raise roof height to include construction of pitched roof **DECISION AWAITED**

**3/15/1347/HH Yew Tree Cottage, The Street, Little Hornead:** Replace roof and raise roof height. Single storey rear extension **APPROVED** with conditions

**3/15/1235/HH Meadowlands, Little Hornead:** Raising roof ridge with 3 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**

**AP/15/0052/ REFUSE - Land adj to Elm Cottage, Hare Street:** APPEAL against refusal for outline application for 4 dwellings (incl 1 affordable). On a vote of 3:2 it was **RESOLVED to send an objection to the Planning Inspectorate.**

**Clerk**

**3/15/1822/HH Quinn Rise, Mutfords:** Demolition and replacement of single storey side extension and garage **The Parish Council had **NO OBJECTIONS****

**Clerk**

**3/15/0993/FUL Wild Acre Nursery, Hare Street:** Erection of a 1.5 storey 3 bedroom dwelling: APPEAL Following a request from District Cllr Jeff Jones it was **AGREED to write a letter supporting the appeal.**

**Clerk**

**15.136 FINANCE**

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

Finance Summary from 1 to 31 August	£
<b>Opening available balance 1 August:</b>	<b>5,595.14</b>
Plus income to 31 August:	4,278.52
Minus expenditure to 31 August:	<u>1,907.59</u>
<b>Balance available to Council 31 August</b>	<b><u>7,966.07</u></b>
Unpresented cheques as at 30 June	239.00
Bank balance reconciled with statement #384, 28 August 2015	<b><u>8,205.07</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**

**Reconciliation of Accounts and bank statement**

In accordance with new Financial Regulations and the Transparency Code it is required that a Council member who is neither a signatory nor the Chairman verifies the reconciliation of the Accounts and original bank statements and signs to that effect. Cllr John Kilby therefore checked, verified and signed the Accounts and bank statement as correct. It was noted that the Parish Council has only one bank account and only uses only one cheque book at a time. It was unanimously **RESOLVED to accept the reconciliation of the Accounts and bank statement.**

**Clerk/JK**

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

Date	Payee	Item	£	Chq	Power
17/8	Clerk	Salary July	402.60	1304	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
17/8	Clerk	Expenses July	25.28	1305	LGA 1972 s111
17/8	SC Ruff	Litterpicking	280.00	1306	OSA 1906 s9 & s10
17/8	SC Ruff	Pavilion clean	54.00	1307	LGA 1972 s133
17/8	Supplies Team	Printer ink	52.68	1308	LGA 1972 s111
17/8	E.ON	Electricity	78.03	1309	LGA 1972 s133
17/8	Earthworms	Meads & cricket	895.00	1310	LG(MP)A 1976 s19
17/8	BDO LLP	Annual Audit	120.00	1311	LGA 1972 s111
10/9	Clerk	Salary July	402.60	1312	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
10/9	Clerk	Expenses Aug	23.52	1313	LGA 1972 s111
10/9	Clerk	Petty cash	9.20	1314	LGA 1972 s111
10/9	EHDC	RPII inspection	49.80	1315	LG(MP)A 1976 s19
10/9	Affinity Water	Metered water	477.79	1316	LGA 1972 s133
10/9	SC Ruff	Litterpicking	240.00	1317	OSA 1906 s9 & s10
10/9	SC Ruff	Pavilion clean	48.00	1318	LGA 1972 s133
10/9	HAPTC	Cllr Seminar	45.00	1319	LGA 1972 s111
10/9	ICO	DPA annual fee	35.00	1320	LGA 1972 s111
10/9	PHS Group	Dryer contract	197.84	1321	PHA 1936 s87
Recoverable VAT			74.97		

Cheques were signed at the end of the meeting.

Clerk

### 3. Approval of External Auditor's opinion

BDO found no matters that required an issues arising report. It was unanimously **RESOLVED to approve and accept the External Auditor's Audit Opinion.** The Display of Notice of the audit and requisite information to be displayed on the notice boards and website.

Clerk

### 4. VAT on Meads hire

Nothing further to report

Clerk/RED

## 15.137 Correspondence

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

- Benefice Good Neighbours: Letter of thanks for donation
- HHCC: Sets of stumps missing from pavilion
- Buntingford TC: Advising Neighbourhood Plan drafts of plans & statements must be considered at PC meeting (15.140)
- HAPTC: Smaller Authorities Transparency Fund
- EHC District Plan Bulletin 17, July
- HCC: CC Annual Report 2014/15, incl budgets & finance info
- HCC: Hertfordshire Minerals Local Plan, Initial Consultation Document. 10 weeks 3 Aug – 16 Oct
- EHC: Formal RPII play area report
- Herts & Middx Wildlife Trust: Rivers Rib & Quin Catchment Partnership – invitation to participate
- EHC Green Our Herts initiative – posters and leaflets
- Herts Highways: Winter bureau contact update
- Police Safer Neighbourhood Team: Request to use pavilion as a base for parish visit on 23 September (15.133.2)
- EHC: District Plan Bulletin No.18, September 2015
- Herts Air Ambulance: request for donation

## 15.138 Special Interest Matters

**1. Village Hall.** No report, but the Chairman said she understood the Hall would be open in November. She said that it looked very nice at the open day the previous weekend.

### 2. Highways.

1. Highways have not cut the overgrown hedges along the B1038. Cllr John Kilby had spoken to Richard Hennessy (HCC Inspection & Compliance). He also noted that,

although going outside our parish, the potholes along the B1368 to Furneux Pelham are very bad and dangerous, particularly for cyclists.

Clerk

2. Other issues: None reported

**3. Footpaths and Byways:** It was noted that no progress has been made with the agreed modification to FP34. It was suggested that the Rights of Way/ Definitive Map Officer be contacted.

RED/  
Clerk

**4. Website:** Nothing to report

Clerk

**5. Parishioners' concerns and other matters:** The Chairman noted that concerns have been expressed about the sale of the fields between Hare Street and Little Hormead and what the intentions of a purchaser might be.

**15.139 Meads field and buildings**

1. The Meads generally:

1. The repaired stop-cock at the cricket table had broken again and Cllr White had fitted a new one. The half-yearly water bill showed the water leak had resulted in over 450 cu metres of water to have been lost. The Clerk had attended the site with Affinity Water to check the meter and confirm that there is no longer a leak and also to ascertain the location of the mains stop-cock to the Meads.

Cllr Robb Denham pointed out that a considerable area of the ground around the stop-cock has slumped to a depth of about 6" below the surface level and is now quite dangerous. To be discussed with the grounds contractor.

Clerk

2. Hare Street & The Hormeads CC have requested a meeting at the ground, if possible, with Earthworms when they do the post-season work to the square.

Clerk

3. The leaking taps in the toilets have yet to be fixed.

Clerk

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

3. Play area repairs:

Cllr Marks reported that EHC has awarded the Parish Council a further £1,000 for the swings from County Cllr Rose Cheswright's Locality Budget. The funds will be in the bank within a week. The new cradle and junior swings have been ordered and should be installed by early October. The minor repair items identified on the RPII report will be done at the same time.

Clerk/TM

**15.140 Neighbourhood Plan**

Cllr Robb Denham reported that the 6-week consultation for Buntingford and the parishes is under way, running from 1st September to 12th October. A consultation comments sheet is to be delivered to all households. Volunteers are covering deliveries to Little Hormead, Willow Close and Hare Street village. The Chairman appealed for help to deliver the comments sheets and councillors undertook to deliver to the remaining households. Copies of the Consultation Document are available to read. Replies are to be completed online or sent to BTC.

ALL

There should be a Parish Meeting following the conclusion of the consultation.

RED

The Clerk said that he had heard compliments from a District Councillor on the amount of information and detail that Hormead Parish has included within the Plan, a great deal of work for which Cllr Robb Denham is to be congratulated.

**15.141 Recording of Parish Council meetings**

There was a discussion on whether the Parish Council meetings should be recorded to help the Clerk to prepare the Minutes accurately. Differing opinions were expressed. It was moved that **Parish Council meetings be recorded; this was lost by 3 votes to 2.**

**15.142 Items for future agendas:**

1. To note any items received too late for inclusion on the agenda. NONE

2. Other items for future agendas:

- Standing Orders: incorporation of new rules, including to Financial Regulations

- Litter pick tender: including emptying and cleaning of dog bins.

- To consider donation to Herts Air Ambulance

Clerk/RED  
Clerk

**Adjournment for public comments**

Following a vote at 9.25pm it was **RESOLVED that the meeting be suspended to allow public comments.**

- A parishioner offered information regarding the purchaser of the land raised in agenda item 15.138.5.

***The Parish Council Meeting resumed at 9.29pm***

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

Thursday 15th October, 8pm in the Pavilion

**JD/Clerk**

The Chairman thanked everyone for attending and closed the meeting at 9.30pm

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