

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting
Thursday 15 October 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); Cllr Richard White (RW)

District Cllr Ben Harris-Quinney and one other member of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman welcomed everyone and opened the meeting at 8pm

15.144 Apologies for absence

1. Councillors: None – all present
2. Others: Philip Asher – Headteacher, Hormead First School

15.145 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.

15.146 To approve Minutes of the Parish Council Meeting held on 10 September 2015

No written requests for amendments having been submitted, it was **RESOLVED that the Minutes of the Parish Council Meeting on 10 September 2015 be taken as read and were a true and accurate record.**

The Chairman signed the Minutes.

JD/Clerk

15.147 Casual Vacancy

No applications received

Clerk

15.148 Police Report

1. No crime report received from PCSO Higham. The Clerk read from the Safer Neighbourhood reports for August and September. These recorded 1 vehicle crime in August (damaged vehicle) and 6 shed break-ins, and 1 shed break-in in September. Late night patrols working until 3am have been increased as a result of the number of shed break-ins in the area. The Police and Crime Commissioner had included the first year's report of the County's campaign against domestic abuse.

2. PCSO Higham provided a written report on Operation Stomp, the police initiative to offer advice and assistance on home security. Buntingford officers were joined by those from Sawbridgeworth, Bishop's Stortford and Hertford. Every household in Great and Little Hormead, and Hare Street households from Moorfields to New Cottages were visited on 23rd September. 10 or 11 residents visited the Pavilion to get further advice and security alarms and a further 4 residents have been contacted subsequently who were not at home on the day. This was the most successful Operation Stomp conducted out by the police to date, who thanked the Parish Council for the use of the facilities for the day.

15.149 Chairman's Announcements

The Chairman thanked everyone who helped at the QEII Celebratory Tea and BBQ on 3rd October, which was a great success despite the relatively small attendance. The live jazz band was much appreciated and the beacon that was lit at dusk was spectacular. The raffle raised £45, which was donated to RATS by popular consent. All who came along said it had been a very enjoyable evening.

15.150 PLANNING

1. New applications:

3/15/1797/HH, 3/15/1921/LBC Elm Cottage, Hare Street: Two storey rear and single store side extension. Detached garage. *The Parish Council had **NO OBJECTIONS***

Clerk

2. Decision Notices

3/15/1822/HH Quinn Rise, Mutfords: Demolition and replacement of single storey side extension and garage **DECISION AWAITED**

AP/15/0052/ REFUSE - Land adj to Elm Cottage, Hare Street: APPEAL against refusal for outline application for 4 dwellings (incl 1 affordable). **APPEAL DISMISSED**

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. **DECISION AWAITED**

3/15/1510/FUL 3 Vine Cottages, Hare Street: Garage conversion to residential annexe. Raise roof height to include construction of pitched roof **REFUSED:** contrary to policies GBC3, ENV1, ENV8

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

3/15/1198/HH, 1199/LBC Dane End House, Conduit Lane: Extensions to existing outbuildings and infill extension between barn and garage, with alterations to window and door openings and internal alterations in barn. **APPROVED**

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 **NONE**

15.151 FINANCE

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

| | |
|---|-------------------------|
| Finance Summary from 1 to 30 September | £ |
| Opening available balance 1 September: | 7,966.07 |
| Plus income to 30 September: | 9,290.00 |
| Minus expenditure to 30 September: | <u>1,928.75</u> |
| Balance available to Council 30 September | <u>15,327.32</u> |
| Unpresented cheques as at 30 September | 564.00 |
| Bank balance reconciled with statement #386, 30 Sept 2015 | <u>15,891.32</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:** It was agreed to ask BT for the annual data usage for the public telephone in order to assess its viability.

Clerk

| Date | Payee | Item | £ | Chq | Power |
|-----------------|------------------|------------------|---------|------|---|
| 28/9 | Cash | QEII celebration | 400.00 | 1322 | LGA 1972 s111, 112(1) |
| 01/10 | Cash | QEII celebration | 150.00 | 1323 | LGA 1972 s111, 112(1) |
| 05/10 | Clerk | Salary Sept | 402.60 | 1324 | LGA 1972 s112(1), (2A), & s151; LA 2011 s41 |
| 05/10 | HMRC | PAYE Sept | 115.20 | 1325 | LGA 1972 s112(1), (2A), & s151; LA 2011 s41 |
| 15/10 | Clerk | Expenses Sept | 27.26 | 1326 | LGA 1972 s111 |
| 15/10 | Petty cash | September | 21.32 | 1327 | LGA 1972 s111, s112 |
| 15/10 | Earthworms | Meads & cricket | 1560.00 | 1328 | LG(MP)A 1976 s19 |
| 15/10 | Broadmead | Two new swings | 6096.00 | 1329 | LG(MP)A 1976 s19 |
| 15/10 | BT Payphones | Kiosk contract | 360.00 | 1330 | LGA 1972 s144 |
| 15/10 | SC Ruff | Litterpicking | 240.00 | 1331 | OSA 1906 s9 & s10 |
| 15/10 | SC Ruff | Pavilion clean | 65.39 | 1332 | LGA 1972 s133 |
| 15/10 | Clerk/Prontprint | Event posters | 26.16 | 1333 | LGA 1972 s112(1) |
| Recoverable VAT | | | 1080.36 | | |

Cheques were signed at the end of the meeting.

Clerk

3. First half-year financial position against budget

The Clerk presented an overview of net income and expenditure to 15th October. This was considered together with projected expenditure to year-end. The anticipated bank balance at 31st March is £4,971 against a budgeted balance of £4,161. It was unanimously **RESOLVED to approve the report**. The Clerk noted that an application for a £419 grant had been made to HAPTC for Transparency Funding for a computer and printer/scanner, but since this would offset possible costs incurred as a consequence of the Act, no adjustment had been made to the projected year-end balance. It was also noted that the claim has been sent to East Herts for the £1,900 Capital Project Grant towards the cost of the new swings. £1,000 already received from CC Cheswright.

Clerk

4. VAT on Meads hire

Cllr Robb Denham had done a lot of investigating but had no firm conclusion to report at this stage. It seems that the Meads sports pitch hire attracts VAT but it has yet to be determined whether HMRC will require it to be applied considering the level of the Council's business, and if so, whether there will be any element of back-dating. An annual license to use, agreed with each hirer, is one way of avoiding charging VAT. This and other options will be considered once the position is made clearer by HMRC.

Clerk/RED

15.152 Correspondence

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

- EHC: Consultation on EHC's Review and adoption of a Statement of Licensing Principles for 2016-18
- Royal British Legion Industries: Offer to provide services
- HCC: Reminder that Hertfordshire Minerals Local Plan, Initial Consultation, runs until 16 October
- Buntingford Cougars: Enquiry whether Meads is available for football pitch hire (15.154.4)
- EHC: Various grants information
- Philip Asher - new Headteacher of school: introduction, notices, offer to support and to be kept informed
- Angus Batey HHCC: Correspondence on various aspects of wicket and table maintenance (15.155.1)
- EHC- Justin Clarke: Dog bin emptying/cleaning, disposal and contract (15.153 and 15.155.2)
- HCC: Herts Town & Parish Councils Conference 5th November. Deadline 8th October

15.153 Litter picking contract

Only one person had expressed interest so far. It appears that the advert in the Newsletter was not clear regarding it being a paid contract. It was therefore agreed to run the advert again to clarify the terms of the contract.

Clerk

It was agreed that the cost of picking the Meads field should be separated from the cost of picking the highways route.

Clerk

Dog waste bins will not be within the scope of the contract. Information received from EHC Environmental Services for the cost of servicing dog bins was considered. Two bins would cost approximately £313 per full fiscal year, provided the bin on the footpath across the Meads is accessible. Regulations in force under The Environmental Protection (Duty of Care) Regulations 1991, and Section 2 of the Control of Pollution (Amendment Act) 1989, require dog waste to be appropriately bagged, segregated and disposed of by a registered carrier of controlled waste holding a current Waste Carrier Licence who keeps the requisite Waste Transfer Notes. It was therefore **RESOLVED to engage East Herts to empty and clean the dog waste bins under contract**. The Clerk to discuss with EHC the accessibility of the Meads footpath bin.

Clerk

It was agreed that cleaning the Pavilion should not be included within the litter contract but by a separate agreement. Should a football club hire the facilities, the consequent cleaning of the Pavilion will be negotiated separately with the club as part of the hire licence.

Clerk

In view of the fact it was getting late, it was unanimously agreed to suspend the meeting at 9.45pm to allow District Councillor Ben Harris-Quinney (BHQ) to give a report.

Cllr Harris-Quinney began by congratulating the Council on the success of its event celebrating Queen Elizabeth's historic reign.

Following a request by the Clerk, he had raised with Highways the problems and safety issues created by overgrown hedges and trees along the B1038. Cllr Harris-Quinney made the point that the more complaints about a problem that are made to Highways, the more likely it is to go up the priority scale.

Regarding Braughing, he was pleased to report that the Gladman housing appeal has been turned down and the proposed houses will not be built. However, another two major planning developments proposed for Braughing will inevitably have some impact on Hornead if they go ahead.

The East Herts District Plan is due in 2016 but developers are working to get as many projects through as possible before the District Plan is adopted.

Rural Broadband is scheduled for 2017 and although Sir Oliver Heald MP is pushing for it as hard as he can, he is not confident of a result. Cllr Harris-Quinney encouraged people to write to Sir Oliver to keep up the pressure.

ALL

A councillor raised the matter of policing and that the police do not always respond adequately, particularly when compared to neighbouring county constabularies. For example, two or three ago it was reported to the police via the Control Centre that drug dealers were operating at the Meads car park entrance but no action was taken. Cllr Harris-Quinney said he would support a letter to the Crime Commissioner to get a positive response. The Chairman commented that in the area in which she works, the Essex police would be far more responsive and pro-active in a similar situation.

BHQ

Regarding Highways problems, a councillor said that the on-line reporting system is ineffective. Cllr Harris-Quinney responded that problems with the contractor, Ringway, are acknowledged and corrective steps being taken. He also said that reporting faults on-line is the best way because verifiable fault reference numbers are allocated and action can be monitored. Thresholds trigger response and can move things up the priority ladder,

The Council also raised the perpetual problem of HGVs speeding through Hare Street out of hours and in violation of the Anstey Quarry planning agreement. In response it was said that Planning will take it up if hard evidence is given them. It was noted that photographic evidence had been provided in the past but no positive action resulted.

The question of speed signs was also discussed. Speed activated matrix signs were dismissed in the past because of prohibitive costs. Cllr Harris-Quinney said he would explore what is possible and where funding might be obtained.

BHQ

Cllr Harris-Quinney also said that he was in opposition the proposed removal of prayers from the start of council meetings and that he would be voting against it. He believed it is a vital and integral part of the Christian heritage of this nation and that councils should have the right to open with prayers if they so wished. The Chairman commented that the Parish's Annual Meeting usually opened with prayers by Rev Kate Peacock. The Parish Council agreed that it supported Cllr Harris-Quinney's position, The Clerk said he would write in support of the Councillor's position if he so wished.

Clerk/BHQ

Cllr Harris-Quinney concluded by apologising for not being able to attend a Hornead Parish Council meeting before but said he would come whenever other commitments allowed. Re reiterated his willingness to support the Council wherever possible.

The Chairman thanked him for attending and for addressing the meeting and called the meeting to order at 10.05pm.

15.154 Special Interest Matters

1. Village Hall. Although the Hall is not yet open, it was noted that the defibrillator is now installed and in operation.

2. Highways.

1. The broken salt bin at the junction of The Street and Worsted Lane has again been reported with the promise of a replacement replenished with salt before winter sets in. A fault reference number has been issued (201007429385).

Clerk

3. **Footpaths and Byways:** Nothing to report

RED

4. **Website:** Nothing to report

Clerk

5. **Parishioners' concerns and other matters:** No issues reported

15.155 Meads field and buildings

1. The Meads generally:

1. On 11th October, Cllr White had a site meeting with representatives from Hare Street & The Hormeads CC and Earthworms for a general discussion. The subsequent report from CC Chairman Angus Batey was encouraging. He said it was a very productive meeting and the club now has a much clearer idea of how to make everything work better. Ways were discussed in which the club could help maintain the square during the season that won't cause additional costs for either the Council or the Club and which would not result in additional work for Earthworms. Obviously there may be issues for discussion if and when football restarts at the Meads. The manhole cover was considered with both Cllr White and Earthworms feeling that it could be raised quite easily. HHCC would be keen to see that happen, though it was acknowledged that over the many years of cricket played there, there hasn't been a single incident to arise from it. It has been left for the Parish Council to resolve. Angus Batey was grateful for the meeting being arranged and it had been of great help.

RW/Clerk

2. Cllr White has agreed to replace the leaking taps in the ladies' toilets.

RW

2. Maintenance contract:

All being done according to agreed schedule of works. Earthworms reported that the grass is still growing very fast and the Clerk said he had agreed for them to continue cutting it to keep it in good order. They have not yet hit their contracted budget for the season so cost was not a problem at the moment.

Clerk

1. Insurance position for sports users: Discussion deferred to next meeting

Clerk

2. Pavilion Cleaning and other Meads maintenance: Pavilion cleaning will next be done when necessary as determined by the Council. If and when the facility is hired out to footballers, specific cleaning arrangements will be written into the contract. Maintenance of the Meads periphery: HH Cricket Club are considering buying a strimmer to keep it under control around the cricket pitch area.

JD/Clerk

3. Play area

1. New equipment update: Cllr Marks reported that the new cradle and junior swings have now been installed. Replacement for the log roll: Speaking with parents at the play area, a basket swing appears to be the most popular item. It has the advantages of being used by several children at once and is not limited to a specific children's age group. A quote of £2,890 (net) for supplying and installing has been received from Broadmead Leisure. Funding for this will now be explored.

TM/Clerk

2. The Capital Project Grant claim for £1,900 has been made and payment is expected by the end of the month.

Clerk

Cllr Marks suggested that the entrance gate be moved to allow access to the first car park, which would be much more user-friendly for parents using the play area and much safer than them having to park on the road as at present. The car park extension could be gated and locked with an access wide enough for parents with buggies, and the main gate on to the field could also be locked. That would protect the rest of the field from misuse. Concerns were expressed that it might open the first car park to misuse by drugs dealers. To be costed and discussed further at a later meeting.

TM/Clerk

4. Enquiry from Buntingford Cougars

The Council considered the email exchanges between Buntingford Cougars and the Clerk regarding the possible hire of football pitches and facilities for up to 3 teams of different

age groups. Earthworms had been consulted about pitch location and preparation. More specific information has been requested from the Cougars before negotiations can go forward.

15.156 Neighbourhood Plan

The public consultation closed on 12th October. The results will be analysed and considered for incorporation into the draft Plan by the BTC team.

RED

15.157 Items for future agendas:

1. To note any items received too late for inclusion on the agenda. NONE
2. Other items for future agendas:
 - November meeting: Budget for 2016/17. Councillors were asked to bring their ideas.
 - Standing Orders: incorporation of new rules, including to Financial Regulations
 - Litter pick tender and contract: including possible re-siting of Meads dog bin
 - Meads car park

**ALL
Clerk/RED
Clerk
TM**

Adjournment for public comments

Due to the lateness of the hour and the discussion already held during Cllr Harris-Quinney's report, it was agreed to forego the adjournment.

15.158 Date of next Parish Council Meeting:

Thursday 19th November, 8pm in the Pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 10.20pm

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