

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 18 February 2016 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)  
Joining the meeting following co-option: Cllr Matthew Reeves-Hairs (MRH)

Police Sgt Duncan Wallace, PCSO Tom Clark, County Cllr Rose Cheswright, HAPTC County Officer Carina Helmn, plus sixteen other members of the public

Clerk: Colin Marks, Clerk to the Parish Council

### ACTION

The Chairman welcomed everyone and opened the meeting at 8pm. The Clerk advised the meeting that public participation was only permissible during the time allocated on the agenda.

#### 16.005 Apologies for absence

1. Councillors: None – all present
2. Others: PCSO Amanda Higham – now assigned to Sawbridgeworth; Dist Cllr Ben-Harris Quinney (at a meeting in London)

#### 16.006 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. Cllr Richard White in respect of the planning application for 3 Vine Cottages – lives two doors away – would abstain from the vote.
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.

#### 16.007 To approve Minutes of the Parish Council Meeting held on 21 January 2016

A written amendment to Minute 16.004, Casual Vacancy, was submitted by Cllr M Kilby and sent to councillors with the agenda. It was moved by Cllr J Kilby that the Minutes be amended to remove the statement that there had been a vote to defer the casual vacancy interview to February. The motion was **lost by 3 votes to 2 with one abstention**. It was then proposed to accept the Minutes as drafted and it was **RESOLVED by 3 votes to 2, with one abstention, that the Minutes of the Parish Council Meeting on 21 January 2016 were a true and accurate record as drafted**. Cllr White abstained, being absent from the January meeting. Cllr J Kilby and Cllr M Kilby requested it be recorded that they did not agree that the Minutes were correct. The Chairman signed the Minutes.

JD/Clerk

#### 16.008 Casual Vacancy

Applications had been received from Mr Louis Luck and Mr Matthew Reeves-Hairs. Mr Luck was not present at the meeting. A vote was taken for each candidate in alphabetical order. Mr Luck was proposed and received 2 votes. Mr Reeves-Hairs was then proposed and received 4 votes. It was therefore **RESOLVED that Matthew Reeves-Hairs be co-opted as a member of Hormead Parish Council**. Mr Reeves-Hairs signed his Declaration of Acceptance of Office and his agreement to receive agendas by email. He was also given a Register of Interests form to be completed and sent to the Monitoring Officer, copy to the Clerk, within 28 days, and the Code of Conduct and a Good Councillor Guide. Cllr Reeves-Hairs was welcomed to the Council and took his place at the table.

MRH/  
Clerk

#### 16.009 Police Report

Sgt Wallace said that with 42 parishes scattered over a wide rural area, the ability to visit each parish even once a year with the limited number of officers available, presented a formidable problem. He thanked the Council for including a report of Operation Stomp in the parish on its website. Sgt Wallace noted that two crimes in the parish had been recorded so far this year, one of malicious communication and one of vehicle damage. Recorded crime in East Herts as a whole was up 12.6% last year, although the government has changed the way of recording. Having said that, recorded crime in the Buntingford area was down 20% over the same period. Reports involving off-road vehicles remains a problem, as does hare coursing – but the police continue to have

some success in apprehending those involved. Reported incidents of fly-tipping are increasing across the whole district.

The Chairman thanked the officers for coming and for giving the report. They then left the meeting at 8.30pm to attend to other police business.

**16.010 Chairman's Announcements:** None

**16.011 PLANNING**

**1. New applications:**

**3 Vine Cottages, Hare Street:** *Garage conversion into residential annexe.*

Following a discussion it was **RESOLVED by 3 votes to 2 with 2 abstentions to register no comments**

Clerk

**2. Decision Notices**

**3/15/2581/LBC Dane End House, Conduit Lane:** *Internal alterations to listed building.*

Decision notice received on day of meeting: **PERMISSION GRANTED**

**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**

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

**DECISION AWAITED**

**3/14/1624/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

**16.012 FINANCE**

**1. Report of the Council's finances for December and January** was received (Appendix A), the December accounts having not been considered at the last meeting

Finance Summary from 1 to 31 December	£
<b>Opening available balance 1 December:</b>	<b>7,436.38</b>
Plus income to 31 December:	588.50
Minus expenditure to 31 December:	<u>839.47</u>
<b>Balance available to Council 31 December</b>	<b><u>7,185.41</u></b>
Unpresented cheques as at 30 December	00.00
<b>Bank balance reconciled with statement #390, 29 Dec 2015</b>	<b><u>7,185.41</u></b>

<b>Opening available balance 1 January:</b>	<b>7,185.41</b>
Plus income to 31 January:	193.00
Minus expenditure to 31 January:	<u>1,000.34</u>
<b>Balance available to Council 31 January</b>	<b><u>6,378.07</u></b>
Unpresented cheques as at 31 January	<u>129.87</u>
<b>Bank balance reconciled with statement 31 Jan 2016</b>	<b><u>6,507.94</u></b>

The Clerk reported that a VAT reclaim for £1,256.98 has been submitted. This would bring the available balance to £7,635.05

It was unanimously **RESOLVED that the Accounts Statements be accepted.**

*An accounts summary is published each month in the Minutes on the website.*

Clerk

**2. List of payments.** Following a discussion where the £35 delegate fee to HAPTC, and the Clerk's mileage expenses to attend the CiLCA course were questioned (see 16.12.6 below), it was **RESOLVED to approve all the invoices presented for payment:**

Date	Payee	Item	£	Chq	Power
10/1	Clerk	Salary Dec	409.80	1344	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
10/1	HMRC	PAYE Oct-Dec	142.40	1345	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
21/1	Clerk	Expenses Dec	22.08	1346	LGA 1972 s111
21/2	Clerk cash	Petty cash Dec	6.53	1347	LGA 1972 s111
21/1	SC Ruff	Litterpicking	240.00	1348	OSA 1906 s9 & s10
21/1	HAPTC	Delegate fee	35.00	1349	LGA 1972 s143
21/1	Clerk reimb	SLCC 1/3 <sup>rd</sup> subs	49.66	1350	LGA 1972 s111
21/1	Supplies Team	Ink	94.87	1351	LGA 1972 s111
11/2	Clerk	Salary Jan	410.00	1352	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
18/2	Clerk	Expenses Jan	28.45	1353	LGA 1972 s111
18/2	Clerk cash	Petty cash Jan	21.89	1354	LGA 1972 s111
18/2	Broadmead	Playarea repairs	60.00	1355	LG(MP)A 1976 s19
18/2	SC Ruff	Litterpicking	255.00	1356	OSA 1906 s9 & s10
18/2	Affinity Water	Water 31/7-14/1	61.57	1357	LGA 1972 s133
18/2	E.ON	Electric Nov-Feb	46.20	1358	LGA 1972 s133
		Recoverable VAT	28.81		

Cheques were signed at the end of the meeting.

Clerk

### 3. Financial position against 2015/16 Budget

The Clerk reported that the bank balance at 31 March 2016 was projected to be £3,835 against a budgeted balance of £4,769. The difference was mainly due to unanticipated expenditure in replacing and repairing play area equipment, there being a shortfall of £1,330 between grants and net costs (met from the New Homes Bonus), offset somewhat by greater hire income of £260. It was unanimously **RESOLVED to accept the projected the bank balance of £3,835 for the year end, 31 March 2016.**

### 4. Budget and Precept 2016/17

Following further discussion on a budget and precept that would see the bank balance held at £3,835 for the year ending 31 March 2017, which was acknowledged to be low, it was **RESOLVED to keep the precept for 2016/17 at £16,500.** The Chairman, two councillors and the Clerk signed the East Herts precept form.

Clerk

### 5. Pensions Regulator update

The Parish Council having no pensions qualifying staff at the staging date of 1st March, the Pensions Regulator has advised that no action need be taken at present and the position will be reviewed in June

RED/  
Clerk

### 6. The Clerk's CiLCA course

The Clerk explained that he had paid for the course himself and was only asking the Parish Council to consider paying one third of his monthly mileage costs to Kimpton for the duration of the course, ie about £7.60 a month. His two other councils have already agreed to fund their share of this. Following a discussion it was **RESOLVED to support the Clerk for 1/3rd of his mileage costs to attend the CiLCA course.**

Clerk

### 16.013 Correspondence

Eleven items of correspondence were noted as appeared on the agenda:  
 Local History: Notice of Walk through Nuthampstead Airfield, 28 February  
 HCC: Latest Rights of Way Definitive Map & Statements available online (16.010.3)  
 HCC: Rights of Way – update on parish work by RoW Officer (16.010.3)  
 Resident: Suggestion for play area new equipment (16.011.3.2)  
 Stevenage & North Herts Cyclists' Touring Club: pavilion hire (16.011.4.3)  
 HCC: Hertfordshire Walking Festival, May 2016  
 Groundwork Hertfordshire: Year of Walking and P3  
 Nigel Cox EHAPTC: Meeting with Cllr L Haysey, 10th May  
 EHC: Grants information  
 Pension Regulator: update information (16.12.5)  
 HHCC: booking information

- 16.014 Special Interest Matters:** Deferred to the March PC Meeting
- 16.015 Meads field and buildings**
- 1. The Meads maintenance:**
- 1. Pavilion: The leaking taps in ladies toilet : One has been repaired, the other tap is cracked and has to be replaced. **RW/Clerk**
  - 2. Dog-waste bin: East Herts have been asked to provide an emptying solution. Until then, volunteers are kindly transferring contents to the bin by the gate which is emptied every Tuesday by EHC. **JD/RED Clerk**
- 2. Play area:** Report and update deferred to the March PC Meeting **TM**
- 3. Hire enquiries**
- 1. Football: Buntingford Cougars: No progress **Clerk**
  - 2. Cricket:
    - Hare Street & The Hormeads CC: Licence to be arranged. **Clerk**
    - Request to display photographs and memorabilia in the pavilion was agreed. **Clerk**
    - Hertford CC: Dates agreed, Licence to be arranged. **Clerk**
  - 3. Cyclists. It was noted that:
    - SportiveUK Cycling Club have hired the pavilion Sun 13 March 9am-4pm **JD/Clerk**
    - Stevenage & NH CTC have hired the pavilion Sun3 April 11am-9pm **JD/Clerk**
- 16.016 Neighbourhood Plan:** Deferred to the March PC Meeting
- 16.017 QEII 90th Birthday celebration**  
 It was agreed to hold a celebration event at the meads on Saturday 11th June. The Chairman agreed to be team leader for the arrangements. It was hoped everyone would help. Approaches have already been made to get live music for the occasion. Advertising to be arranged. The Clerk said that a grant may be applied for after 1st March. **JD Clerk**
- 16.018 Items for future agendas:**
- Standing Orders: to be updated with new rules, including to Financial Regulations **RED/Clerk**
  - Hare Street phone kiosk. Update data usage report: March 2016 meeting **Clerk**
  - Agree dates for Annual Meeting of the Parish and Annual Council Meeting **ALL**
  - Danger sign repair (Meads Hertfordshire Way FP area) **RW**
  - Neighbourhood Plan update **RED**
  - Meads Car park: gate and access **TM**

**Adjournment for public comments**

Following a vote at 9.15pm it was **RESOLVED that the meeting be suspended to allow public comments.**

- A parishioner raised concerns about cars parking dangerously along the B1038 in the Andersons Lane area saying there was an accident waiting to happen. *It was agreed to bring this to the attention of the police.* **Clerk**
- A parishioner raised concerns about cars of VH users parking dangerously on the road and footway and asked for the VH to put up parking notices. Cllr Reeves-Hairs, as Chairman of the VHMC, gave assurances that bollards are put out in compliance with planning approval. Hirers are required to with the parking rules. It was also noted that the hump over the gate threshold is too high for some vehicles and is being looked at. **MRH**
- A parishioner raised again the fact that the white lines have been worn away at the Worsted Lane/The Street junction. Danger caused by drivers cutting the corner. *Highways will again be notified.* **Clerk**
- A parishioner raised concerns about cars being parked on the B1368 southbound immediately before Worsted Lane. Drivers turning right out of Worsted Lane are blind to southbound traffic, which is often travelling quite fast. It was noted that this is a police matter since the law does not allow parking adjacent to a junction.

*It was agreed that the Clerk would raise the road safety concerns (except for those at the VH) with the police and EHD Cllr Ben Harris-Quinney.*

**Clerk**

- A parishioner who had been affected by the February 2014 flooding said the rolling 18-month gully observation and cleaning programme, intended to mitigate against similar future flooding, is not working and gullies are being completely silted up. *The Clerk will raise the issue with Herts Highways.*

**Clerk**

***The Parish Council Meeting resumed at 9.24pm***

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

Thursday 17th March 2016, 8pm in the Pavilion

**JD/Clerk**

The Chairman thanked everyone for attending and closed the meeting at 9.25pm

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