

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 21 April 2016 at 8pm in the Meads Pavilion

**PRESENT:** Cllr Jayne Denham, Chairman (JD); Cllr John Kilby (JK); Cllr Teresa Marks (TM); Cllr Matthew Reeves-Hairs (MRH); Cllr Richard White (RW)  
Andrew Campling, BT representative, and twelve members of the public

Clerk: Colin Marks, Clerk to the Parish Council

### ACTION

The Chairman welcomed everyone and opened the meeting at 8pm.

#### 16.037 Apologies for absence

1. Councillors: Cllr Marty Kilby – attending another event; Cllr Robb Denham – unwell; Cllr John Kilby said he would be leaving the meeting at 8.30pm to attend another event.
2. Others: none

#### 16.038 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 Reeves-Hairs on all Village Hall matters, being Chairman of the VH Committee.
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.

#### 16.039 To approve Minutes of the Parish Council Meeting held on 17 March 2016

A written amendment to Minute 16.036 was submitted by Cllr M Kilby and sent to councillors with the agenda. It was moved by Cllr Reeves-Hairs that the Minutes be amended as follows: *The councillor present offered an apology to the clerk and clarified that the integrity of the clerk was not being questioned. The councillor had not been offered any opportunity by the Staffing Committee to respond to the grievance nor had any meeting been arranged by the Staffing Committee when they could hear the response from the councillor.* The motion was **lost by 2 votes to 3**. It was then proposed to accept the Minutes as drafted and it was **RESOLVED by 3 votes to 2 that the Minutes of the Parish Council Meeting on 17 March 2016 were a true and accurate record as drafted.** The Chairman signed the Minutes.

JD/Clerk

#### 16.040 Police Report: No report was provided

#### 16.041 Chairman's Announcements:

The Chairman said she wished to correct a recent statement that the Staffing Committee is not quorate. She clarified that the quorum of 3 at recent Committee meetings was made with two appointed councillors and herself in the Chairman's *ex officio* capacity.

#### 16.042 PLANNING

##### 1. New applications:

**3/16/0710/FUL /reconsultation Land off Park Road, Gt Hormead:** Erection of 3 detached houses, associated landscaping and balancing pond and erection of village shop

Comments  
by 11 May

##### 2. Decision Notices

**3/16/0368/HH Glebe Cottage, Little Hormead:** *Single storey rear and side extension*

**GRANTED**

**3/16/0153/HH & 0154/LBC Timbers, Hare Street:** *Demolish rear extension; erect single storey & 1st floor extension; insert gable end window* **DECISION AWAITED**

**3/16/0113/HH 2 Moorfields, Hare Street:** *Conservatory to front of house* **DECISION AWAITED**

**3/16/0106/FUL 3 Vine Cottages, Hare Street:** *Garage conversion into residential annexe.*

**REFUSED**  
GBC3,  
ENV1, ENV8

**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.*

**Reconsultation** 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

**3/15/0993/FUL & AP/16/0009/REF Wild Acre Nursery, Hare Street:** Appeal against planning refusal for 1.5 storey 3 bed roomed dwelling

**APPEAL** 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 -** Including any received too late to be included on the agenda: **NONE**

The Chairman ascertained that the majority of parishioners were attending because of interest in planning application 3/16/0710/FUL, land off Park Road. It was therefore proposed and unanimously **RESOLVED to bring forward the adjournment for public comments.**

**The meeting was suspended at 8.20pm.**

- A number of parishioners participated in objecting to the application, particularly neighbours citing concerns about disruption and noise that would be caused by builders, their lorries and the lack of infrastructure to support the movement of HGVs during construction. There were objections that neighbour's driveways/access would be compromised by builders and their vehicles.
- Concerns were raised that the proposal was inappropriate for a rural Group 3 village and would destroy the amenity value and outlook of neighbouring properties.
- Due to the hillside on which the proposed houses would be built, it was stated that some neighbouring properties would be seriously overlooked and privacy compromised.
- It was also questioned whether a shop was viable and necessary, particularly given the location. Cllr Reeves-Hairs said that he and his wife had to close the Farm Shop due to lack of business, but pointed out that in the Neighbourhood Plan consultation, a village shop featured quite high on residents' wish list. However, it was noted that a traditional village shop was what people had in mind rather than a virtual shop.
- Councillors explained that they had not yet visited the site due to their own time pressures. The reconsultation notice had only been sent out the previous day (20th) and the revised comments date is 11th May. The Parish Council could therefore consider the application as an additional item on the Annual Council meeting agenda on 10th May, taking account of the points raised at the meeting.
- A number of questions were raised about the planning process and the Parish Council's role as a consultee. The Clerk clarified that the Parish Council has a statutory consultee role as a consequence of its request to EHC. In making comments, it is essential that reference is made to the relevant saved policies of the 2007 Local Plan, the policies in the emerging District Plan, and the National Planning Policy Framework (NPPF) wherever possible. Submissions by residents carry the same weight as the Parish Council's and it is best that parishioners make their own individual comments since the number of comments is also taken into consideration.

Clerk/  
ALL

Cllr John Kilby left the meeting at 8.30pm.

Andrew Campling of BT was invited to address the meeting to outline BT's broadband proposals for the parish. BT has a contract with HCC to provide faster broadband across the county. The first phase towards this is more or less complete and the second phase, due for completion June-September 2017, will see 97% coverage of the county, including this parish. He said that householders will have to contact their ISP for an upgrade in order to get onto the system. Optical fibre will be laid from the main exchange to a central cabinet in the village which will then link to the existing lines to each property. Current optimum speed is 80 mbps, which degrades to about 24 mbps over a distance of a km.

The Gigaclear option was discussed and it was said that they will install a different network involving new cabling to all property boundaries that buy into the scheme. Individual householders will then have to arrange for the connection into their house, cost estimated at £100 to £700 depending on the distance to be covered. Andrew Campling said that if Gigaclear decide to provide their service to the village, then BT may withdraw from its contractual obligation.

Parishioners comments on other matters:

- A parishioner contested that the kerb at the VH car park entrance is not a proper drop-kerb and therefore not legal, and requested the Parish Council to take action. Cllr Reeves-Hairs said it had been signed off as being legal. However, he would contact Highways to verify and correct if necessary. The Clerk was also asked to check with Highways. Questions were also raised concerning the safety of the stairs in the VH. Cllr Reeves-Hairs explained that full risk assessments had been passed and building and fire inspectors had signed everything off.
- The Council was asked to raise a complaint about the fact that the white lines along the B1068 from Hare Street to the Parish/Buntingford boundary have been completely worn away, resulting in vehicles driving dangerously in the middle of the road. The Clerk said he would report this, along with the missing white lines marking the junction of Worsted Lane and The Street at Little Hormead.

MRH  
Clerk

Clerk

**The Parish Council Meeting resumed at 9.10pm**

**16.043 FINANCE**

**1. Report of the Council's finances for March** was received (Appendix A)

Finance Summary from 1 to 31 March	£
<b>Opening available balance 393, 1 March:</b>	<b>6,911.94</b>
Plus income to 31 March:	105.67
Minus expenditure to 31 March:	<u>2901.69</u>
<b>Balance available to Council 31 March</b>	<b><u>4,115.92</u></b>
Minus previous month's cheques presented in March	60.00
Plus unrepresented cheques as at 31 March	<u>1,655.17</u>
<b>Bank balance reconciled with statement #393, 31 March</b>	<b><u>5,711.09</u></b>

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. Accounts/bank statement reconciliation.** A copy of bank statement 393 was presented to the Council and noted to reconcile with Accounts Appendix A. Cllr Reeves-Hairs, as a non-signatory member, signed the accounts and statement reconciliation.

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

The Clerk reported that the bank balance at year end, 31 March, will be 4,055.92, against a budgeted balance of £4,161. This represents a £105 shortfall against the 2015/16 budget.

**4. List of payments.** Following clarification that Hormead Cricket Club had agreed to pay the £20.26 for two sets of pavilion keys (theirs having been lost), had It was unanimously **RESOLVED to approve all the invoices presented for payment:**

Date	Payee	Item	£	Chq	Power
31/3	Clerk	Salary March	409.80	1369	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
31/3	HMRC	PAYE Jan-March	120.40	1370	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
31/3	SC Ruff	Litterpick March	260.00	1371	OSA 1906 s9 & s10
31/3	Earthworms	Meads March	540.00	1372	LG(MPA) 1976 s19
21/4	Clerk	Travel etc Mar	33.33	1373	LGA 1972 s111
21/4	Clerk cash	Petty cash Mar	54.91	1374	LGA 1972 s111
21/4	Gopak/Clerk	Pavilion table	128.66	1375	LGA 1972 s111

21/4	EHC (Clerk)	TEN licence	21.00	1376	LGA 1972 s145 (1)(a)
21/4	Cancelled	cancelled		1377	
21/4	HAPTC	Delegate fee	35.00	1378	LGA 1972 s111
21/4	Lock & Key Co	Pavilion keys	20.26	1379	LGA 1972 s133
21/4	C Dedman	Rubbish clearance	25.00	1380	OSA 1906 s9 & s10
21/4	Amazon (Clerk)	Keyboard/ mouse	20.74	1381	LGA 1972 s111
21/4	HAPTC	Annual subs	385.40	1382	LGA 1972 s111
Recoverable VAT			29.47		

Cheques were signed at the end of the meeting.

Clerk

#### 5. Annual Return 2015/16

1. It was noted that the submission date is 27th June

Clerk

2. It was unanimously **RESOLVED to appoint Steve Vine (Accountancy & Book-Keeping Services) to act as Internal Auditor for the 2015/16 Annual Return.**

Clerk

#### 16.044 Correspondence

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

- Parishioners: Re organising a public meeting on EU referendum
- Gigaclear: Re booking the VH for a public meeting on broadband provision to the area
- Magpas Helimedi Air Ambulance: request for donation
- IMI: War Memorial cleaning service
- EHC Senior Planning Officer: District Plan - Village Policy Discussion Paper (16.047.2)
- EHC: Senior management restructuring
- HCC Rights of Way: Decision Notice and Order for Buntingford RB9 to Hare Street Road (16.045.3)

Regarding the approach by IMI War Memorial cleaners), it was commented that the War Memorial needs cleaning, but must be done by a company that understands the effect chemicals can have on the stonework and lettering. It was agreed to add this to the next agenda.

Clerk

The Chairman reported that, although nothing had been put in writing, a number of parishioners had commented that they were unhappy that the QEII event at Little Hornead was divisive by being too exclusive, invitations being sent to selected individuals. The subsequent notice inviting everyone was only seen at Little Hornead.

#### 16.045 Special Interest Matters:

1. **Village Hall:** Cllr Reeves-Hairs drew attention to the Gigaclear public meeting on 28th April. A leaflet has been sent to all households and posters are on the notice boards.

MRH/  
Clerk

2. **Highways.** The Clerk reported:

1. **Willow Close/Horseshoe Hill junction: Damaged bank and road surface:** It was confirmed that nothing has been done by Highways, even though notices were posted for cars not to park there so that resurfacing could be undertaken.

Clerk

3. **Footpaths and byways:** It was contended that the modification order for a Restricted Byway for Buntingford RB9 to Hare Street Road did not follow an existing right of way. The Clerk pointed out that the decision to make such an order has been taken by the Hertfordshire Rights of Way Service and a deadline for representations or objections has been set for 25th May. Details and maps are on the Parish Council's notice boards and on its website, where there is also a copy of the extensive Modification Investigation Order Investigation Report

Clerk

4. **Website:** Nothing to report.

Clerk

5. **Parishioners concerns:** Apart from those dealt with above, concerns were expressed that the wall at Chapel House on Horseshoe Hill is leaning toward the footway and is unsafe.

Clerk

<b>16.046</b>	<b>Meads field and buildings</b>	
	<b>1. The Meads generally</b>	
	1. There has been plumbing malfunction on the hot water cylinder. A qualified plumber will have to give a report.	<b>RW/Clerk</b>
	2. Adverts for a pavilion cleaner have been placed on the notice boards and at Braughing Post Office. No one has yet applied.	<b>Clerk</b>
	<b>2. Meads maintenance</b>	
	1. Dog-waste bin, mid-Meads: No progress with East Herts.	<b>Clerk</b>
	2. The damaged danger sign will be repaired when the dog bin situation is resolved.	<b>RW</b>
	<b>3. Play area:</b> Funding update: Nothing to report.	<b>TM</b>
<b>16.047</b>	<b>Neighbourhood Plan</b>	
	1 Draft BC Area Plan: No update report	
	2 District Plan – Village Policy Discussion Paper: Comments deadline 5 May. A copy was circulated to the meeting.	
<b>16.048</b>	<b>QEII 90th Birthday celebration, 11th June</b>	
	• The Clerk reported that a TEN licence has been obtained. It was agreed that the Parish Council would not engage outside help to run the bar.	<b>JD/ALL</b>
	• The Commemorative medals are on order (75 being purchased by the Parish Council)	<b>Clerk</b>
<b>16.049</b>	<b>Late items and items for future agendas</b>	
	• It was discussed that the PC should pay no more that £10 an hour for cleaning the pavilion, which was understood to be the going rate. It was therefore agreed to advertise for a pavilion cleaner at £10 per hour as required.	<b>Clerk</b>
	• Danger sign repair (Meads Hertfordshire Way FP area)	<b>RW</b>
	• Meads Car park: gate and access	<b>TM</b>
	• War Memorial cleaning	<b>Clerk</b>
	• Modification Order for Restricted Byway: to consider whether to comment	<b>Clerk</b>
<b>16.050</b>	<b>Dates of next Meetings:</b>	
	• Thursday 12 May: Annual Council Meeting, 8pm in the Meads Pavilion	<b>Clerk</b>
	• Thursday 19 May: Annual Meeting of the Parish at 7.30 pm, followed by the May Ordinary Parish Council Meeting, in the Meads Pavilion	<b>JD/Clerk</b>

The Chairman thanked everyone for attending and closed the meeting at 9.45pm

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