

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 15 September 2016 in the Meads Pavilion at 8pm

PRESENT: Cllr Jayne Denham, Chairman (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK); Cllr Teresa Marks (TM); Cllr Richard White (RW)

PC David Miller and two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

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

16.113 Apologies for absence

1. Councillors: Cllr Marty Kilby – prior engagement; Cllr Matthew Reeves-Hairs - work
2. Others: C Cllr Rose Cheswright; Police Sgt Duncan Wallace

16.114 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.

16.115 Minutes of the Parish Council Meeting held on 21 July 2016

It was unanimously **RESOLVED that the Minutes of the ordinary Parish Council Meeting on 21 July 2016 were a true and accurate record.** The Chairman signed the Minutes.

JD/Clerk

16.116 Police Report: PC David Miller gave the following report.

Between the 21st July and 15th September there were 2 recorded incidents in the parish, both domestic. During the same period last year there were 6 burglaries and 1 incident of criminal damage, so things have been much quieter this year. Last week the police stopped over 340 cars and a number of tickets given out for various offences. In the wider local area, Standon Calling in July was busy for the police and a number of drug arrests were made. Also in the area, earlier in the week a JCB was stolen overnight from a farm in Buckland, but was recovered the same night in Much Hadham – this was probably a potential ram-raid plan rather than it being stolen for the vehicle itself. The Chairman thanked PC Miller for attending and he then left the meeting.

16.117 Chairman's Announcements

The Chairman read a very nice letter received from RATS thanking the Council for its donation following the QEII event in June. The money was used to buy interactive toys for the dogs, food dispensers and a fan to keep the isolation kennel cool during hot weather.

16.118 PLANNING

1. New applications:

3/16/1951/HH & 1952/LBC Japonica Cottage, Hare Street: Demolish glazed lean to extension and Replacement 2 storey and single storey rear extension. Reconstruct chimney with lower stack in fair faced brick and replace roof tiles. Reroof single storey rear brick extension in zinc. Reconstruct and extend outhouse to match brick extension. Internal alterations to include reconfiguration of staircase and insertion of internal walls to create first floor bathroom. **NO OBJECTIONS**

2. Decision Notices

3/16/1446/FUL The Glebe Barn, Lt Hormead: *Creation of new vehicular access.*

REFUSED: Contrary to policies GBC3, ENV1, ENV7

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

3/14/1624/CL Hillcrest, Hare Street: Certificate of Lawfulness for use as a dwelling house
DECISION AWAITED

3. Other Planning matters - Including any received too late to be included on the agenda: **NONE**

16.119 FINANCE

1. Report of the Council's finances for July-August was received (Appendix A)

Finance Summary from 1 July to 30 August	£
Opening bank balance statement 400, 1 July	7,733.01
Plus income 1 July to 30 August	4,049.67
Minus expenditure 1 July to 30 August	<u>5,707.12</u>
	6,075.56
Minus previous month's presented cheques	<u>837.50</u>
Balance available to Council at 30 August	5,238.06
Plus un-presented cheques as at 30 August	<u>417.60</u>
Bank balance reconciled with statement #401, 26 August	5,655.66
Petty cash in hand	£50.00

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 statements 401 was presented to the Council and noted to reconcile with Accounts Appendix A. Cllr White, as a non-signatory member, signed the accounts and statement reconciliation as correct.

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

Date	Payee	Item	£	Chq	Power
31/7	Clerk	Salary July	590.93	1412	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
4/8	Rentokil	Pavilion clean (insurance claim)	2,795.76	1413	LGA 1972 s133
4/8	Rentokil	Jetting pavilion drains (Insurance)	408.00	1414	LGA 1972 s133
4/8	Affinity Water	Water 14/1-19/7	67.43	1415	LGA 1972 s133
4/8	Hornead Community Group	Parish FP maps	20.00	1416	LGA 1972 s111
31/8	Clerk	Salary August	417.60	1417	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
15/9	SC Ruff	Litterpick to 12/8	260.00	1418	OSA 1906 s9 & s10
15/9	Earthworms	Meads July	1,025.00	1419	LG(MP)A 1976 s19
15/9	BDO LLP	External audit	240.00	1420	LGA 1972 s111
15/9	Banner Supplies	Printer ink	249.36	1421	LGA 1972 s111
15/9	E.ON	Electric May-Aug	112.96	1422	LGA 1972 s133
15/9	Clerk reimburse	Software (1/3rd)	19.11	1423	LGA 1972 s111
15/9	HAPTC	Delegate fees	70.00	1424	LGA 1972 s111
15/9	PHS	Dryer contract	197.84	1425	LGA 1936 s87
15/9	Earthworms	Meads August	775.00	1426	LG(MP)A 1976 s19
15/9	Clerk	Mileage etc Jul/Aug	51.73	1427	LGA 1972 s111
45/9	Clerk (cash)	Petty cash Jul/Aug	17.45	1428	LGA 1972 s111, 114, 140
15/9	SC Ruff	Litterpick to 9/9	260.00	1429	OSA 1906 s9 & s10
Recoverable VAT included: £119.91					

Cheques were signed at the end of the meeting.

Clerk

4. Completion of Annual Return 2015/16 by External Auditor, BDO

- a. It was **RESOLVED to approve and accept the Annual Return as signed off by BDO.**
- b. The Minor Issues Arising were noted and that no further action is required.
- c. It was noted that the Annual Return and the Notice of Conclusion of Audit have been published in compliance with Electors' Rights.

16.120 Correspondence

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

- EHC: Report of EHAPTC/EHC meeting, 25 July
- Parishioner: Meads hire enquiry
- McAlpine Stonemason: War Memorial cleaning
- Lodge & Sons Stonemasons: War Memorial cleaning

16.121 Special Interest Matters:

- 1. **Village Hall:** In Cllr Reeves-Hairs' absence, the Chairman read the following report:
 - 1. The Crossover is currently under construction and is due to be completed by the end of the week, so the main entrance will be back in action.
 - 2. We are currently pursuing other grant funding to assist and getting costs to complete the upper room in the hall.
 - 3. Yoga classes are going well at the hall and we are in discussions with people regarding other functions: Zumba, Mother and Toddlers, Table Tennis and maybe a regular drop in coffee meeting.
 - 4. A member of the committee has attended a Personal License course and sat the exam, and we hope to soon apply for a licence to sell alcohol, which will open up another revenue stream to the us during hall run events.
 - 5. We may be running a Macmillan Coffee Morning at the hall, still needs to be planned.
- 2. **Highways:** There had been an accident involving a vehicle exiting Worsted Lane.
- 3. **Footpaths and byways:** The list of works for the parish provided by Rights of Way Officer Dawn Grocock, was noted.
- 4. **Website:** Nothing to report.
- 5. **Parishioners concerns:** An problem was reported regarding trees and a hedge that needed trimming, but was deemed to be a neighbour matter rather than one for the Parish Council.

MRH

16.122 Meads field and buildings

- 1. **Pavilion and general :** The Clerk reported that following the Parish Council's letter to Hertford Cricket Club on behalf of HHCC, appealing for help to repair the roller (as agreed at the July PC meeting), a benefit dinner had been organised by Hertford, all proceeds of which will be donated to HHCC. Cllr John Kilby reported that he was very hopeful that the successful repair of the roller will soon be completed.
- 2. **Meads maintenance:** The Clerk reported that everything was satisfactory and latest projections indicated the maintenance costs for the year would be within budget.
- 3. **Play area:** This was scheduled for July but has not yet been done. Nothing further to report on grants.

JK

Clerk

Clerk

TM

16.123 Neighbourhood Plan

The Draft Plan is now with the independent adjudicator. If there are no snags, it could be out for a referendum before Christmas. Cllrs Jayne and Robb Denham reported that they had attended an HAPTC seminar that afternoon on the latest legislation updates including, among other things, neighbourhood planning.

16.124 War Memorial Cleaning

The Clerk reported that the EHC Historic Conservation Officer has said a grant of 50% of the cleaning cost would be considered, subject to two quotes from approved stonemasons. One quote of £700 received, still awaiting the second. It was agreed to check that the quote included repainting the lead inscriptions. It was also agreed to inform residents of the Council's intention by placing a notice on the front page of the October Newsletter, and to liaise with a local parishioner who tends the War Memorial and its surrounds.

Clerk

16.125 Venue for Parish Council meetings

There was a discussion on the use of the Village Hall as a venue instead of the pavilion. Consideration was given to the fact that, since the Parish Council has its own building it should be used for Council meetings; that it would be an unnecessary expense for the Council; the cost per hour or per evening was unclear; the Council meeting would have to be held on another evening because the VH is booked on the third Thursday each month. Following a proposal, by a vote of 4:1 it was **RESOLVED that Parish Council meetings should continue at the pavilion.**

16.126 Late items and items for future agendas

- Meads Car park: new gate and access

RW/Clerk

At 8.50pm it was **RESOLVED to suspend standing orders for public comments**

- The burning of potentially toxic waste at Owles, raised at the July meeting, appears to have ceased and to not be an issue now.
- Cllr R Denham said that at the HAPTC meeting that afternoon, it had been recommended by the County Officer that the Member Officer Protocol be moved from the back pages to become the front page of Standing Orders. The latest advice was also against the over-use of policies.

The Meeting was resumed at 9.03pm

16.127 Date of next Meetings:

Thursday 20th October, 8pm in the pavilion.

Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.04pm

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