

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 19 January 2017 in the Meads Pavilion at 8pm

**PRESENT:** Cllr Jayne Denham, Chairman (JD); Cllr John Kilby (JK); Cllr Marty Kilby (MK); Cllr Teresa Marks (TM); Cllr Matthew Reeves-Hairs (MRH); Cllr Richard White (RW)  
District Cllr Jeff Jones and five other members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

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

**17.001 Apologies for absence**

1. Councillors: Cllr Robb Denham (unwell)
2. Others: None

**17.002 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 Matthew Reeves-Hairs as Village Hall Chairman
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. **To consider requests for dispensations:** NONE.

**17.003 Minutes of the Parish Council Meeting held on 15 December 2016**

There being no requests for amendments to the draft, it was **RESOLVED that the Minutes of the ordinary Parish Council Meeting held on 15 December 2016 were a true and accurate record.**  
The Chairman signed the Minutes. *The Clerk noted that the Minutes did not follow the usual continuity style, it having been agreed that the Chairman would record them herself.*

**JD/Clerk**

**17.004 Police Report:** None received. However, Cllr Marty Kilby said an incident was recently reported to the police concerning gunshots being heard at Mutfords at 4am; a police helicopter was subsequently sent to investigate.

**17.005 Chairman's announcements:**

- The Chairman said the vicar had asked her to read a lesson at the Christmas Carol service.
- A joint committee is being formed via the VH to organise the Hoedown booked for 24th June at the Meads. A committee meeting will be arranged to discuss details.

**17.006 PLANNING**

**1. New applications:**

**16/00027/REFUSE Land off Park Road, Gt Hormead: APPEALED to Secretary of State** *To consider making any further comments. Comments from the original application will be forwarded to the Planning Inspector.*

**THE COUNCIL HAD NO FURTHER COMMENTS**

*Cllr Marty Kilby said that as a parishioner, she would reaffirm her original objections because of the dangerous Willow Close access.*

**Clerk**

**3/17/0028/OUT Land fronting B1368 between Well House and Rosemary Cottage, Hare Street.**  
Erection of three detached and a pair of semi-detached dwellings.

Concerns were expressed that, although it was a small-scale development, it would result in a significant and inappropriate loss of open space in the village.

In view of the members of the public present with an interest in this item, it was unanimously **RESOLVED to suspend the meeting for public comments.**

A parishioner asserted that Hare Street was re-categorised as a Group 2 village by East Herts in October. It was also said that the village boundary had now been set. The Clerk said he had received no notification that the village was now Group 2, nor that a village boundary had been settled. District Cllr Jeff Jones said that the emerging District Plan, having completed its Pre-submission consultation process in December, will probably not be made until the end of the year. Until then, the village remains Group 3, but when considering applications, Planning will

give a certain amount of weight to it being identified as Group 2 in the new Plan. He asked if the village boundary had been redefined in the Neighbourhood Plan; the Clerk said it had not. The Clerk said he would seek confirmation from Kevin Steptoe as to the current village Group status and village boundary.

Clerk

The applicant, who was present, said he had spoken to both neighbouring property owners and they had no objections to the plans. Cllr White thought the development would improve the street scene.

The meeting was returned to order and following a vote it was **RESOLVED by 4:2 to make NO OBJECTIONS to the application.** Cllr Marty Kilby asked for it to be recorded that she objected because the proposed site was outside the village boundary and that accordingly she would send an objection as a parishioner.

Clerk

## 2. Decision Notices

**3/16/2390/OUT Willow Close:** *Outline planning permission for demolition of 27 garages and replacement with 4no 2-bedroom houses, associated external works & car parking.* **REFUSED**

**3/15/1689/FUL Steelcraft Works, Hare Street:** *Demolition of existing buildings. Erection of five detached dwellings with parking and landscaping.* **Reconsultation GRANTED**

**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

17.007

## **FINANCE**

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

Finance Summary from 1 to 31 December	£
<b>Opening bank balance statement 406, 1 December</b>	<b>11,331.88</b>
Plus income 1 to 31 December	419.76
Minus expenditure 1 to 31 December	<u>870.95</u>
	<b>10,880.69</b>
Minus previous month's presented cheques	<u>417.40</u>
<b>Balance available to Council at 31 December (cashbook)</b>	<b>10,463.29</b>
Plus unrepresented cheques as at 31 December	<u>530.00</u>
<b>Bank balance: reconciled with statement 406, 31 December</b>	<b><u>10,993.29</u></b>
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

**Accounts/bank statement reconciliation.** A copy of bank statement 406 was noted to reconcile with Accounts Appendix A. Cllr Reeves-Hairs, as a non-signatory member, signed the accounts and statement reconciliation.

MRH/  
Clerk

**2. Financial position against budget.** The Clerk presented the current position and the projected balance for the year-end. Against currently identified income and expenditure, the bank balance at year end is projected to be approximately £6,600 against a budget of £4,100. The Clerk said the working balance was still inadequate against best practice, which advocates approximately 50% of the annual turnover (or more).

Clerk

**3. Budget and Precept 2017/18.** The Council considered the draft budget possibilities set out by the Clerk if the precept were to remain unchanged. It was noted that the New Homes Bonus grant will drop from £3,285 to £2,300 for 2017/18. No grants had been budgeted for events costs. Some repairs should be undertaken on the play area and remedial tree work will almost certainly be required around the Meads; the cost is unknown at present and had not been specifically included in the draft, although £1,000 was included in the Meads reserves. A further £850 was included in other reserves. The budget figures were net and therefore recoverable VAT was not added. Following a proposal and second, it was **RESOLVED by 5:1 that the draft budget be approved and the precept set at £16,500, the same as last year.** Cllr Teresa Marks asked for it to be recorded that she did not agree because she thought it would be wise to increase the precept

to bring the working balance to a more responsible level, especially since there have been warnings about the possibility of precepts being capped at some point in the future. The precept form was signed by the Chairman, Clerk and two councillors.

**4. Payments.** It was unanimously **RESOLVED to approve all the invoices presented for payment:**

Date	Payee	Item	£	Chq	Power
31/12	Clerk	Salary December	417.40	1453	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
31/12	HMRC	PAYE Oct-Dec	112.60	1454	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
19/1	Clerk	Mileage etc Oct	29.12	1455	LGA 1972 s111
19/1	Clerk (cash)	Petty cash Oct	16.00	1456	LGA 1972 s111, 114, 140
19/1	SC Ruff	Litterpick to 4/11	260.00	1457	OSA 1906 s9 & s10
<b>Recoverable VAT included: £0.00</b>					

Cheques were signed after the meeting.

Clerk

5. The reimbursement request for payment of Transparency Fund grant was noted.

Clerk

**17.008 Correspondence**

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

- Pensions Regulator: confirmation that regulations compliance has been met
- HCC: Traffic & Transport Data Report 2016 (based on 2015 data) (17.009.2.1).

**17.009 Special Interest Matters**

- 1. Village Hall:** Cllr Reeves-Hairs gave the following report:
  - There was no committee meeting in December, therefore nothing to report
  - Zumba will be starting very shortly
- 2. Highways:** The Clerk handed HCC's Traffic & Transport Data Report 2016 to the Chairman for circulating to members.
- 3. Footpaths and byways:** Nothing to report
- 4. Parishioners concerns:** Nothing to report

MRH

ALL

**17.010 Meads field and buildings**

- 1. Tree Report**
  - The Clerk and Cllr Marks had accompanied arboriculturalist Jason Salmon around the Meads in December to get a professional assessment of the safety of the trees. The report is not yet available, but he has quoted £220 + VAT for undertaking a full report that will identify urgent necessary safety work. It was unanimously **RESOLVED to commission the report for the price quoted.** To be available for the next meeting if possible. It was acknowledged that tree surgery is likely to be expensive and therefore anything presenting high risk be dealt with urgently and that other work spread over the next year or two as appropriate. It was also noted that there is only a short window before bird nesting begins, and that Jason Salmon had identified possible bat roosts in some trees, which could result in other issues.
- 2. Play area risk assessment:**
  - The risk assessment undertaken by Cllr Marks and the Clerk was received. Some low risk work will need to be done as identified. Cllr Reeves-Hairs, who has extensive experience in RA matters, said the RA should also identify the level of risk and the likelihood of occurrence. The Clerk said he would factor those in and suggested that in view of his knowledge, Cllr Reeves-Hairs be appointed to advise on risk assessment matters. Apart from the trees covered by the arboriculturalist, risk assessments are due for the rest of the Meads and the pavilion.

Clerk

Clerk/TM

**17.011 Willow Close.** The Clerk said he had asked Herts Highways for a definitive statement of the ownership of the Willow Close circle and the grassed area in the middle. The police have said that as far as they are concerned it belongs to Circle Housing, which is why they take no action on vehicles parked on the green, it being private land.

Clerk

**17.012 Late items and items for future agendas**

1. Late items: The Chairman said that the PC needs to advertise for a cleaner for the pavilion. Cllr Reeves-Hairs suggested that, since the VH also needs a cleaner, an advertisement could be placed in the Newsletter for a joint cleaner. The Clerk agreed to put an advert in the February edition.

**Clerk**

2. Items for future agendas: None

3. Neighbourhood Plan: Noted that East Herts are setting the referendum for 23rd March.

**Suspension of meeting for public comments**

Already dealt with under agenda item 17.006.1 - Planning

**17.013 Date of next Meeting**

Thursday 16th February, 8pm in the pavilion.

**Clerk**

The Chairman thanked everyone for attending and closed the meeting at 9.02pm

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