

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Meeting Thursday 16 March 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);

Six members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman welcomed everyone and opened the meeting at 8.02pm.

17.028 Apologies for absence

1. Councillors: Cllr Robb Denham - unwell Cllr Matthew Reeves-Hairs - business; Cllr Richard White – family commitment
2. Others: CC Rose Cheswright

17.029 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. **To consider requests for dispensations:** NONE.

17.030 Minutes of the Parish Council Meeting held on 16 February 2017

There being no requests for amendments to the draft, it was unanimously **RESOLVED that the Minutes of the ordinary Parish Council Meeting held on 16 February 2017 were a true and accurate record.** The Chairman signed the Minutes.

JD/Clerk

17.031 Police Report. Sgt Duncan Wallace gave the report.

A summary of crimes within the parish from 1st January to 15th March 2017:

- 8 incidents were recorded during the period (against 3 in the same period last year):
- 1 theft from a car.
- 2 malicious communication.
- 1 theft of tools from an outbuilding.
- 4 involving a Great Hormead resident and a housing provider.
- It was noted that were it not for the resident/housing provider issue, the figures are broadly comparable.
- Recorded crime in East Herts is up 12.8% for the year 2016/17, but positive outcomes are also up 2.4%. The comparative figures may be somewhat misleading due to a change in the way that crime is now identified and recorded.
- It was clarified that reports earlier in the month of gunshots in Hare Street that resulted in a helicopter going up were due to a gamekeeper omitting to notify the police of his activities.

The Chairman thanked Sgt Wallace for attending and he left the meeting to attend to ongoing police business.

17.032 Chairman's announcements

The Chairman thanked those councillors who, together with Mrs Yvonne White, had agreed the previous week to deliver the Neighbourhood Plan referendum leaflets to every parish household.

17.033 PLANNING

1. New applications: NONE

2. Decision Notices

3/17/0284/LBC St Annes Cottage, Conduit Lane: Replace open fire with wood burner, raise chimney and add 90mm terracotta chimney pot. *DECISION AWAITED*

3/17/0234/HH 14 Fayland Cottages: Create driveway and dropped kerb. *DECISION AWAITED*

3/17/0174/VAR Bury Farm House, Gt Hornead: Variation of condition 2: Change of use of existing buildings to create 3no 3-bedroomed dwellings, 3no 4-bedroom dwellings, 1no five-bedroomed dwelling, provision of outbuildings, garages & office; associated landscaping and access. Demolition of grain store, ancillary building and structures. Revised design to unit 7, resulting in new layout and external appearance. DECISION AWAITED

3/17/0176/LBC Bury Farm House, Gt Hornead: Internal and external alterations to change the use of farm building and proposed cart lodge to Farmhouse (farm building referred to as unit 7 under approved scheme ref; 3/14/1113/LB). DECISION AWAITED

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

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. DECISION AWAITED

3/16/2740/HH & 2741/LBC Japonica Cottage, Hare Street: Demolish glazed lean to extension and replacement 2 storey and single storey rear extension. Reconstruct chimney and replace roof tiles. Reroof single storey rear brick extension in zinc. Reconstruct and extend outhouse to match brick extension. Internal alterations. PERMISSION 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

17.034 FINANCE

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

Finance Summary from 1 to 28 February:	£
Opening bank balance statement 408, 1 February	10,278.17
Plus income 1 to 28 February	0.00
Minus expenditure 1 to 28 February	<u>1,552.68</u>
	8,725.49
Minus previous month's presented cheques	<u>417.40</u>
Balance available to Council at 28 February (cashbook)	8,308.09
Plus un-presented cheques as at 28 February	<u>681.60</u>
Bank balance: reconciled with statement 409, 28 February	8,989.69
Petty cash in hand	50.00

Accounts/bank statement reconciliation. A copy of the bank statement was noted to reconcile with Accounts Appendix A.

Clerk

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

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

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 £6,050 against a budget of £4,100. This allows for the un-budgeted net expenditure in March of £578 for the pavilion electrics and new hand dryer. The anticipated (budgeted) final invoice for the year from Earthworms of £610 is allowed for, but has not yet been received. It was unanimously **RESOLVED to accept the budget report.**

Clerk

3. Payments. It was unanimously **RESOLVED to approve all the invoices presented for payment: (Appendices B1 and B2)**

Date	Payee	Item	£	Chq	Power
28/2	Clerk	Salary February	417.60	1469	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
16/3	Clerk	Mileage etc Feb	38.42	1470	LGA 1972 s111
16/3	Clerk (cash)	Petty cash Feb	31.09	1471	LGA 1972 s111, 114, 140
16/3	Style: Cymru	Website hosting	124.00	1472	LGA 1972 s142
16/3	EHC	Dog bins annual	188.12	1473	OSA 1906 s10(b)
16/3	SC Ruff	Litterpick to 24/2	260.00	1474	OSA 1906 s9 & s10

16/3	SC Ruff	Litterpick to 22/3	260.00	1475	OSA 1906 s9 & s10
16/3	Bowtell Electrics	Pavilion electrics	589.80	1476	LGA 1972 s133
16/3	Bowtell Electrics	Hand dryer install	67.20	1477	LGA 1972 s133
16/3	Clerk reimburse	New hand dryer	36.88	1478	LGA 1972 s133
16/3	Clerk reimburse	Office software	40.00	1479	LGA 1972 s111
Recoverable VAT included: £147.00					

Cheques were signed after the meeting.

Clerk

4. Internal auditor for the 2016/17 Annual Return

It was unanimously **RESOLVED to appoint Steve Vine of Accountancy & Book-Keeping Services as the internal auditor for the 2016/17 audit.**

Clerk

5. External audit requirement and process from 2017/18 to 2021/22

The new audit requirements for Smaller Authorities (ie with an annual turnover of less than £25k) were noted as advised by SAAA (Smaller Authorities' Audit Appointments), NALC and HAPTC. Hertfordshire Smaller Authorities will be able to apply to the new auditor PKF Littlejohn, for an exemption from external audit. An internal audit will still be required. The Clerk said he would keep the Council informed as information becomes available, and it was agreed to review the requirements during the summer. The 2016/17 audit requirement remains unchanged with BDO.

Clerk

17.035 Correspondence

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

- East Herts: New Leadership Team structure
- Highways England East: 2017/18 Maintenance & Improvement Programme
- HCC Dawn Grocock – Rights of Way Officer: Hormead update and FP status (17.036.3)
- HCC: Invitation to the Chairman to the Hertfordshire Forward Together Conference, 21 June
- EHC: District Plan Bulletin 26, March 2017

17.036 Special Interest Matters

1. **Village Hall:** No report

2. **Highways:** Email from a parent governor of the school requesting that mud be cleaned from the footway and verge leading to the school. This has been reported on the Highways Fault site.

Clerk

3. **Rights of Way - footpaths and byways:**

- The update on FP21 from the PROW Officer was received.
- The Stonebury footpath question has been clarified, by the PROW Officer: there are two permissive footpaths across Stonebury, but no public rights of way.
- The Glebe Barn question regarding FP18 is being looked into by the PROW Officer and by Planning Enforcement Officer. Subject to a site inspection, the PROW Officer believes the obstruction may be to a permissive footpath, but not to the PROW itself, which takes a slightly different route. The matter is still under investigation. A parishioner present agreed with this assessment.

Clerk

4. **Parishioners concerns and other matters:** The Clerk reported that he had a site meeting at the War Memorial with Hugh McAlpine who is doing the renovation. The cleaning is just about complete, but the painting of the letters has yet to be done. As the work is weather dependent, it cannot be guaranteed to be completed this month.

Clerk

17.037 Meads field and buildings

1. **Field: Tree Report**

The work is in hand but not yet started.

2. **Electrical report**

A report summarising the work undertaken by Bowtell Electrical Contractors was received and it was noted that everything was done according to the agreed quote. Full certification of all new work has been received.

Clerk

3. **Pavilion cleaner**

No applications have been received. It was agreed to run the advert again in the April Newsletter. It has not been possible to date to find a cleaner or cleaning company prepared to either do the work or who's hourly rate is within the Council's agreed budget. The Chairman said there is a parishioner who may be interested. Cllr Marty Kilby said she would

Clerk

MK

forward some possible contacts, although concerns were expressed that contract cleaners might not be suitable and could be way above the Council's price range. The Clerk said the Cycle Club in on 12th March had been complimentary about the cleanliness of the pavilion (thanks to 3 hours' hard work by the Chairman and a parishioner!).

Clerk

17.038 Neighbourhood Plan Referendum, 23rd March. Graham Waite of the BCANP Team was present (in an unofficial capacity) and gave an update. He said that the referendum preparations were all up to date. Polling stations will be open from 7am to 10pm and EHC CEO, Liz Watts, will act as the Returning Officer. It will be a free and open Yes/No vote. All ballot papers from participating parishes will be taken to Buntingford Manor House where they will be added together to give one single result, the anticipated time of which should be around 11.30pm that evening. Anyone wishing to be present in the room when the result is announced should register with EHC.

17.039 Late items and items for future agendas

1. Late items: None received

2. Items for future agendas:

- Audit arrangements for 2017/18 onwards to be reviewed at the July/September PC meetings.
- Consider bidding for road safety funding from the Police Commissioner/Herts Road Safety Partnership (Autumn onwards).

Clerk

Clerk

Suspension of meeting for public comments

At 9.21pm it was unanimously **RESOLVED to suspend the meeting for public comments**

- Two parishioners raised the issue of speeding traffic through Hare Street and asked whether solar SIDs could be installed. They referred to information received from Katherine Ware of the Hertfordshire Road Safety Partnership (HRSP) and referencing to the bidding process for funding from the HRSP. David Lloyd, the Police and Crime Commissioner, operates a Road Safety Fund for which bids can be placed against certain criteria to assess and manage road safety issues. The next round of bidding will not be open until later this year, but it is a possible funding source to resolve Hare Street's traffic speeding problem. The parishioner agreed to email information to the Clerk. It was agreed to pursue this avenue of enquiry.
- On the question of Anstey Quarry (and other HGVs) violating speed and haulage legislation and breaching planning conditions, Graham Waite recommended taking the vehicle registration number and complaining direct to the Customer Services Manager of the company concerned, together with time and date of the incident. He said this had produced effective results at Buntingford Town Council.

Clerk

Clerk/ALL

The Meeting was called to order and resumed at 9.33pm

17.040 Date of next Meeting

1. Thursday 20th April, 8pm in the pavilion.
2. Annual meetings in May: arrangements to be agreed at the April meeting.

Clerk

Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.35pm

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