

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 20 July 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)  
Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

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

### 17.091 Apologies for absence

1. Councillors: Cllr R Denham (unwell)
2. Others: PC Dave Miller

### 17.092 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 Chairman of the Village Hall Committee (it was agreed to add this as a standing item 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.

### 17.093 Minutes of the Parish Council Meeting held on 15 June 2017

It was **RESOLVED that the Minutes of the Parish Council Meeting held on 15 June were a true and accurate record.** The Chairman signed the Minutes.

**JD/Clerk**

### 17.094 Police Report. The following police report from PC Miller was read by the Chairman:

Below is some information; they all relate to this year and last year (12/6/16 – 17/7/17).

#### Police reported incidents (999 or 101)

2016: 8 and 2017: 4

- The calls relate to Sus circumstances with kids near burnt out property in Great Hormead – no kids found when area checked by officers.
- 2 white vans seen on a track between B1038 and Horseshoe Lane, again no vehicles found when area checked.
- Shed broken into and tools stolen in Hare Street.
- Fire at Silkmead Farm House.

#### Crime Reports

2016: 3 and 2017: 1

- Burglary Non-Dwelling. This relates to the shed broken into and tools stolen.

The last month has been quiet, however we are aware of issues with vehicle behind Silkmead Farm House. Although at this time this doesn't look like a Police matter we are in dialogue with East Herts District Council and will assist them with their enquiries.

The only other issue we have on the horizon is Standon Calling, although this doesn't directly affect the Parish with number up to 17,000 being reported this could be a busy time for us. Although Sgt Wallace has confirmed this won't affect any resourcing issues in the villages

**Re reported drugs paraphernalia on the Meads-** laughing gas cylinders etc - at the Meads a few weeks ago:

We've had no further reports of the canisters, unfortunately these legal highs seem to be all the rage at the moment. We arrested a 16yr old last week for supplying these to others after we seized 674 from a party near Standon Lordship.

I will come over and do a sweep of the Meads and will ask others to pay attention to the area.

PC David Miller 2232

### 17.095 Chairman's announcements

The Chairman said that she wanted to correct a statement circulated about the drugs paraphernalia found by her at the Meads and reported to the police: The identified findings

related to legal highs and in no way constituted evidence of the Meads being used as either a drugs den or as a distribution centre by drugs dealers.

She also thanked Roland Coxhall for his gardening efforts at the Meads, which looked very nice.

**17.096 PLANNING**

**1. New applications**

**3/17/1346/FUL & 1347/LBC Little Meadow, Conduit Lane:** Alterations to access, wall alterations, access gates, new vehicular access at Anderson's Lane. *By 4 votes to 2, the Parish Council RESOLVED to object to this application as a whole on the following grounds: The proposed access to Anderson's Lane would have dangerously poor sight lines and at the point of egress, the Lane is extremely narrow. The Parish Council had no issues with the proposed front wall changes.*

Clerk

**3/17/1121/FUL The Glebe Barn, Lt Hormead:** Change of use of land, new access – RETROSPECTIVE. *The Parish Council RESOLVED to have no objections provided the line of the Public Right of Way of Footpath 18 is protected.*

Clerk

**2. Decision Notices**

**3/17/1231/OUT Land adj to Elm Cottage, Hare Street:** Construction of 3 detached dwellings with garages and provision of site access road *DECISION AWAITED*

**3/17/1029/LBC Hormead Cottage, Gt Hormead:** Removal of fire damaged structure, linings and unstable parts of listed property following extensive fire damage. And associated works. *DECISION AWAITED*

**3/17/0870/HH Bradbury Farm:** Erection of an annexe building. **REFUSED: policies GBC3, ENV5**

**3/17/0694/HH Meadowlands, Lt Hormead:** Rear extension and loft conversion with raised roof for 1st floor accommodation. **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:

**Layston Farm/Heatherdown:** Proposed application comments following the June PC meeting were provided by Pelham Structures Ltd, and were noted.

**17.097 FINANCE**

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

Finance Summary from 1 to 30 June:

	£
<b>Opening bank balance statement 1 June</b>	<b>10,721.40</b>
Plus income 1 to 30 June	0.00
Minus expenditure 1 to 30 June	<u>2,566.45</u>
	8,154.95
Minus presented May and June cheques 1488, 1494, 1501	<u>539.18</u>
<b>Balance available to Council at 30 June (cashbook)</b>	<b>7,615.77</b>
Plus un-presented June cheques 1504, 1509, 1510	<u>1,372.40</u>
<b>Bank balance: reconciled with statement at 30 June</b>	<b>8,988.17</b>
Petty cash in hand	<u>50.00</u>

**Accounts/bank statement reconciliation.** It was noted that the Accounts sheet (Appendix A) and bank statement reconciled. Cllr Reeves-Hairs, as a non-signatory member, signed a copy of the bank statement and Accounts sheet.

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

Date	Payee	Item	£	Chq	Power
30/6	Clerk	Salary June	433.00	1509	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
30/6	HMRC	PAYE 1st quarter, April-June	105.40	1510	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
7/7	Zurich Municipal	Hirers' Liability	26.85	1511	LGA 1972 s111
20/7	Clerk	Mileage etc June	23.56	1512	LGA 1972 s111
20/7	Clerk (cash)	Petty cash June	17.07	1513	LGA 1972 ss111, 114,140
20/7	SC Ruff	Litterpick to 14/7	260.00	1514	OSA 1906 s9 & s10
20/7	Clerk reimburse (Slingsby)	New litter bin for play area	139.20	1515	OSA 1906 s9 & s10
20/7	A Viragh	Pavilion cleaning	78.00	1516	LGA 1972 s111, s133
20/7	Earthworms	Meads July	775.00	1517	LGA(MP)A 1976 s19
<b>Recoverable VAT included: £ 23.20</b>					

Cheques were signed after the meeting.

Clerk

**3. Annual Return amendment.** It was noted that the external auditor (BDO) had required the Clerk to amend Box 8 to £5,836 to allow for unrepresented 2016/17 cheques, and to sign Section 2 accordingly. This had been done as requested.

Clerk

**4. Transparency Fund Grant 2017/18.** It was noted that the Transparency Fund Grant for £419.76 to cover the Clerk's extra administration time and costs in complying with the Transparency Code regulations has now been paid into the bank.

Clerk

#### 17.098 Correspondence

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

- Stansted Airport: Notification of forthcoming Community Consultation
- HAPTC/Police & Crime Commissioner: Fire & Police change of governance consultation (17.101.1)
- Zurich, Rentokil and HHCC: Pavilion flood insurance, clean-up and ramifications (17.100.3)
- 1st Aiders: First Aid service for events (17.100.7)
- Parishioner: More complaints and photos of un-sheeted Anstey Quarry lorries (17.099.2.1)
- HCC: TRO temporary closure of The Street within the 18 months from 1<sup>st</sup> August (17.099.2.2)
- Herts Air Ambulance: New clothing bin supplier and agreement (17.100.5)
- B Bampton, Pelham Structures: re Layston Farm/Heatherdown comments (17.096.3)
- Ken McDonald: Hundred Parishes guidebook draft entry (17.099.4.2)

#### 17.099 Special Interest Matters

##### 1. Village Hall. Cllr Reeves-Hairs reported:

- The annual accounts showed a loss of approx. £3k over the year; this was due to extra costs incurred on work that had to be done on the driveway, crossover and lighting and without these there would have been over £1k profit.
- There are some changes to the officers and trustees which will be finalised in due course.
- Bookings are healthy and although there are none for August, bookings have already been taken for September to January.

MRH

##### 2. Highways

1. There have been more complaints about unsheeted quarry lorries, including one with a photo received the day of the meeting where a large rock had fallen from a sheeted lorry and struck the Beehive. The Clerk said he had given complainants the email addresses of the relevant officers at East Herts, Herts Highways, County and District councillors, and the police, and had advised that all incidents be reported directly to them. It was agreed to include this information in the next Newsletter, on the website, and on the notice boards.
2. It was noted that another TRO notice, number 10592, has been issued covering the closure of The Street for periods anytime during the 18 months starting 1st August.

Clerk

##### 3. Rights of Way - footpaths and byways

- (i) No parish PROW update for June had been provided by the PROW Officer.

	(ii) Glebe Barn FP18 obstruction: Confirmation of status awaited from the Definitive Map team as some of the fencing could be over the DM path line. This is also being covered by planning application 3/17/1121 (agenda item 17.096.1 above.	Clerk
	(iii) FP13 (i) not reinstated across field – status tbc, and (ii) dangerous steps with no handrail: no decision made to apply for funding from P3.	Clerk
	<b>4. Parishioners concerns and other matters</b>	
	<b>1.</b> An anonymous parishioner, reportedly from Hare Street, had complained via Buntingford Town Council the nuisance caused by a helicopter frequently landing near their house. Precise location unknown; no action can be taken.	
	<b>2.</b> The Hundred Parishes Guidebook – Hormead entry: It was agreed to not include any outdated reference to HHFC at the Meads, but to emphasise the positive aspects of the cricket club, the Fields in Trust status awarded in 2012 in commemoration of the Queen’s 60th Jubilee, and to mention the War Memorial. The Clerk to give the information to the editor, along with some photographs.	Clerk
<b>17.100</b>	<b>Meads field and buildings</b>	
	<b>1. Pavilion</b> Cllr Reeves-Hairs reported that the PAT (portable appliance) testing has been completed.	MRH/ Clerk
	<b>2. Shower room ceiling</b> Cllr Richard White said the material has been obtained and will be fitted in due course.	RW/Clerk
	<b>3. Flood incident</b>	
	(i) The clean-up and sanitisation by Rentokil completed.	
	(ii) Zurich have agreed to cover the cost (less the policy excess) but require a drain survey to be undertaken to establish the cause and to then effect remedial action to prevent a further recurrence.	Clerk
	<b>4. Play area</b> Cllr Teresa Marks said there had been two site visits, by Broadmead Leisure and by Sovereign Play, to assess the feasibility and cost of installing a zip wire. Sovereign Play only offer a 20m wire that would not fit into the area. Broadmead Leisure offer a 15m version that would fit if the play area boundary fencing was extended. The supply and installation would cost £5,950, plus £800- £1,000 to extend the fence. County Cllr Jeff Jones has said he will support the project, but more funding would need to be obtained. Parish businesses could be approached, and Pelham Structures asked to include a s106 condition in their planning application. It was agreed to look at possibilities over the winter. The cost of removing the multi-function play unit in order to replace it with a better version would be excessively expensive.	TM
	<b>5.</b> Essex & Herts Air are changing their clothing bank supplier and required a new agreement to be signed. This was agreed for the Clerk to do this.	Clerk
	<b>6.</b> It was noted that the church’s Harvest Festival would be held in the Meads on Sunday 17th September.	
	<b>7.</b> It was noted that 1st Aiders offered first aid cover for public events for about £99.	
<b>17.101</b>	<b>Consultation invitations.</b> Invitations to submit comments on the following consultations were noted, but no action agreed:	
	<b>1. Fire &amp; Police:</b> Through the Police and Crime Commissioner, consulting on a change to joint of Governance of both emergency services.	
	<b>2. East &amp; North Herts NHS Clinical Commissioning Groups.</b>	
	<b>3. Stansted Airport:</b> Community consultation to follow	
	<b>4. Physical Activity Strategy:</b> Part of the County Council’s healthy living initiative.	
<b>17.102</b>	<b>Late items and items for future agendas</b>	
	<b>1.</b> Late items: None received	
	<b>2.</b> Items for future agendas:	
	• Audit arrangements for 2017/18 onwards to be reviewed at the September PC meeting.	Clerk
	• Consider bidding for road safety funding from the Police Commissioner/Herts Road Safety	

Partnership (Autumn onwards).

Clerk/ALL

- Pavilion risk assessments to be reviewed and undertaken for lights, alarms, etc, and to consider a company to do fire extinguisher checks and a fire RA. MRH to advise.

MRH

**Suspension of meeting for public comments**

At 9.55pm it was **RESOLVED to suspend the meeting for public comments**

- The question of very large gates being erected at a property in Hare Street without apparent planning consent was raised, and whether planning was necessary.
- It was commented that the Certificate of Lawfulness for Hillcrest has remained undecided by EH Planning for three years.

The meeting was restored to order at 10.01pm

**17.103 Date of next Meeting**

Thursday 21 September at 8pm in the pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 10.02pm

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