

UNAPPROVED DRAFT

HORMEAD PARISH COUNCIL

**Minutes of the Hormead Parish Council Meeting
Thursday 21 September 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)
One member of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

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

17.104 Apologies for absence

1. Councillors: Cllr R Denham (unwell)
2. Others: CC Jeff Jones

17.105 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).
Cllr Richard White declared a potential DPI in respect of agenda item 17.109.1: planning application 3/17/1862/OUT Hare Street Garage as he has business connections to the developer.
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.

17.106 Minutes of the Parish Council Meeting held on 20 July 2017

It was **RESOLVED that the Minutes of the Parish Council Meeting held on 20 July were a true and accurate record.** The Chairman signed the Minutes.

JD/Clerk

17.107 Police Report.

No police report was provided. It was noted that burglars had been disturbed while breaking into the steelworks site. It was believed they came from the Leicestershire area.

17.108 Chairman's announcements

The Chairman reported that the church Harvest Festival, which was held this year on the Meads, was a great success with the service and follow-up BBQ attracting some visitors.

17.109 PLANNING

1. New applications

3/17/1942/HH 17 Fayland Cottages, Hare Street: First floor rear extension and insertion of first floor window on flank elevation. **RESOLVED: NO OBJECTIONS**

Clerk

3/17/1862/OUT Hare Street Garage: Outline planning permission: Demolish all existing structures; change of use of the site from mixed use of residential and commercial to wholly residential. Erect four dwellings: a terrace of 3 no. 3-bed properties and 1 no. detached 4-bed property (net gain of three dwellings). Provision for parking and creation of a single point of access onto the B1368.

Having declared a potential DPI in this application, Cllr Richard White left the room.

RESOLVED: NO OBJECTIONS in principle but comment that, 1) it would better if the proposed house fronting the B1368 be moved a little further back from the road, and that 2) the footway there should be widened for the safety and protection of pedestrians.

Clerk

Cllr Richard White returned to the meeting.

3/17/1698/HH & 1699/LBC The Shambles, Conduit Lane: Single storey rear extension and cladding walls with weatherboarding to existing rear extension. **RESOLVED: NO OBJECTIONS**

Clerk

3/17/1614/FUL Land adj to Gelders, Conduit Lane: Demolition of group of former pig farm buildings. Construction of two detached dwellings. **RESOLVED: NO OBJECTIONS**

Clerk

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2. Decision Notices

3/17/1690/FUL Layston House and land to rear: Demolition of buildings and change of use from coach works to 4 no. 2-bed dwellings, 2 no. 3-bed dwellings, and 3 no. 4-bed dwellings. **GRANTED**

3/17/1346/FUL & 1347/LBC Little Meadow, Conduit Lane: Alterations to access, wall alterations, access gates, new vehicular access at Anderson's Lane. **GRANTED**

3/17/1121/FUL The Glebe Barn, Lt Hormead: Change of use of land, new access – RETROSPECTIVE. **REFUSED contrary to GBC3, ENV1, ENV7, GBR2, HOU12, DES3**

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

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. **WITHDRAWN**

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:

1. Notice of the Great Hormead Conservation Area Appraisal was duly noted.

17.110 FINANCE

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

Finance Summary from 1 July to 31 August:	£
Opening bank balance statement 1 July	8,988.17
Plus income 1 July to 31 August	3,103.51
Minus expenditure 1 July to 31 August	<u>2,966.80</u>
	9,124.88
Minus presented June cheques 1504, 1509, 1510	<u>1372.40</u>
Balance available to Council at 30 June (cashbook)	7,752.48
Plus un-presented August cheques 1519, 1521	<u>466.70</u>
Bank balance: reconciled with statement at 30 June	<u>8,219.18</u>
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. 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. Performance to date against budget

The Clerk presented the actual financial position against the total budget as at 31 August. Expenditure to date is £10,638 net vs £23,602 total budget. Income to date is £11,726 vs £22,565. The projected balance at year-end is £6,626 vs £5,922 budget, although there will be as yet unconfirmed costs for the flood prevention measures on the pavilion waste water pipe (£400 from reserves allowed for). It was also noted that Meads income is expected to be down by approximately £600 against budget due to fewer cricket hires in the 2017 season. It was unanimously **RESOLVED to accept the report as presented.** An itemised budget report as at 31 August appears on the website.

Clerk

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

Date	Payee	Item	£	Chq	Power
31/7	Clerk	Salary July + Transparency pay	534.72	1518	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
4/8	NALC	LCR subs	17.00	1519	LGA 1972 s111
4/8	Rentokil	Sanitise pavilion	645.70	1520	LGA 1972 s133
31/8	Clerk	Salary August	449.70	1521	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
13/9	EHDC	Annual RPII	51.05	1522	LGA(MP)A 1976 s19
13/9	E.ON	Electric May-Aug	112.05	1523	LGA 1972 s133

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21/9	Affinity Water	Water Feb-Aug	24.14	1524	LGA 1972 s133
21/9	SC Ruff	Litterpick to 12/8	260.00	1525	OSA 1906 s9 & s10
21/9	T Fuller	Meads trees	144.00	1526	OSA 1906 s10(b)
21/9	Earthworms	Meads August	984.00	1527	LGA(MP)A 1976 s19
21/9	SC Ruff	Litterpick to 8/9	260.00	1528	OSA 1906 s9 & s10
21/9	Clerk	Mileage etc Jul/Aug	52.16	1529	LGA 1972 s111
21/9	Clerk (cash)	Petty cash Jul/Aug	16.03	1530	LGA 1972 ss111, 114,140
21/9	BDO LLP	Ext Audit 2016/17	276.00	1531	LGA 1972 s111
21/9	Clerk reimburse	Printer ink	48.42	1532	LGA 1972 s111
21/9	Clerk reimburse	Printer ink	53.98	1533	LGA 1972 s111
21/9	ICO	Data Protection reg renewal	35.00	1534	LGA 1972 s111
21/9	Introl	Meads rodent & mole control	130.00	1535	LGA(MP)A 1976 s19
21/9	A Viragh	Pavilion cleaning	130.00	1536	LGA 1972 s111, s133
Recoverable VAT included: £ 363.53					

Cheques were signed after the meeting.

Clerk

4. Annual Return

1. It was **RESOLVED to approve and accept the certified Annual Return for 2016/17.**
2. The Issues Arising Report and the Auditor's recommendation were duly noted.
3. It was duly noted that the Notice of Conclusion of Audit and Section 3 (Certified Annual Return) have been publicly posted as required by the Audit Regulations.

Clerk

Clerk

Clerk

17.111 Correspondence

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

- Affinity Water: Water resources update (17.114.4.2)
- EHDC: Great Hornead Conservation Area appraisal (17.109.3.1)
- EHDC: East Herts Annual Parish & Urban Conference, 12 October, Wodson Park
- Active Places Data: Sport England site validation and update (phone call)
- Oil-Club: Heating oil club information (17.112.4.1)

17.112 Special Interest Matters

1. Village Hall. Cllr Reeves-Hairs reported:

- The AGM is to be held on 26th October. It was noted that notices have been posted on the parish notice boards and will be on the Parish Council website.
- The Race Night on 23rd September is sold out.
- Bookings continue to pick up and funds are healthy.
- The Clerk was asked by the VHMC Chairman to keep VH details on the Parish Council's website to an agreed minimum; it should direct people to the Village Hall website as much as possible because he wanted that to be the main resource for VH information.

MRH

Clerk

2. Highways

- The road outside the VH has been marked but there is no indication as to when the double yellow lines will be painted. The area marked corresponds to the original Highways notification and does not include the extension requested by the VHMC.
- The ongoing issue of HGVs from the quarry being unsheeted and large boulders being dangerously bounced along the road was discussed. It was agreed to check the H&S Executive's stance.
- The Newsletter Editor is including a piece in the October edition highlighting the need to curb the dangers posed by these HGVs and to enlist a number of volunteers to help.

MRH

Clerk

3. Rights of Way - footpaths and byways

- (i) No parish PROW update provided by the PROW Officer.

Clerk

4. Parishioners concerns and other matters

1. The Oil-Club had written to the PC and sent small posters advertising their services in providing heating oil. These have been put on the notice boards and will be given to the Newsletter Editor. The information was unsolicited and its dissemination should not be taken to indicate the Parish Council's endorsement of the company or its scheme.

Clerk/JD

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2. The resources update from Affinity Water was received. It highlighted that water levels in the aquifers that supply this region are below average.

17.113 Meads field and buildings

1. Pavilion

Nothing reported.

2. Shower room ceiling

Cllr Richard White said the shower ceiling will be done after the end of the cricket season.

RW/Clerk

3. Flood incident

Cllr Richard White is looking into the simplest and most cost-effective way of resolving the pavilion back-flooding problem.

RW/Clerk

4. Play Area

- The Annual RPII report was received. All issues were low level risk and there was nothing that required immediate attention.
- Cllr Teresa Marks said she is awaiting a plan from Broadmead Leisure showing how a zip wire (aerial runway) might be fitted into the Play Area. It was previously agreed that this will be a project for consideration next year.
- Cllr Richard White agreed to fit the new litter bin and dispose of the old one.

TM

RW

17.114 General Data Protection Regulations (GDPR), May 2018

The Clerk circulated the latest information from HAPTC that set out the implications of the new Regulations coming into force on 25 May 2018. There are widespread concerns among smaller local authorities (as well as with smaller charities) where limited resources may make the implementation of the Regulations unworkable. The Clerk and Cllr Marks are attending a free HAPTC briefing on the subject in October and will report further.

Clerk

17.115 Late items and items for future agendas

1. Late items: None received

2. Items for future agendas:

- Audit arrangements for 2017/18.
- Consider bidding for road safety funding from the Police Commissioner/Herts Road Safety Partnership.
- 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.

Clerk

Clerk/ALL

Clerk/MRH

Suspension of meeting for public comments

No members of the public were present

17.116 Date of next Meeting

Thursday 19 October at 8pm in the pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.25pm

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