

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 19 April 2018 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 Matthew Reeves-Hairs (MRH)

Two members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

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

### 18.043 Apologies for absence

1. Councillors: Cllr Marty Kilby (ill), Cllr Richard White (work)
2. Other apologies: Police Sgt Duncan Wallace, District & County Cllr J Jones, Headteacher Philip Asher

### 18.044 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: Chairman of the Village Hall Committee, 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.

**Clerk**

### 18.045 Minutes of the Parish Council Meeting held on 22 March 2018

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 22 March were a true and accurate record.** The Chairman signed the Minutes.

**JD/Clerk**

### 18.046 Police Report: None

### 18.047 Chairman's announcements

The Chairman reported that David Hill has agreed to sell the marquee for £3,000, to be paid for by an initial instalment of £1,000 (which we already have, including the £750 to be donated by the Community Group), with the balance in three months' time. It will be available for the May 19th Celebration. There may still be the possibility of a grant from C Cllr Jeff Jones (JD/TM to follow up). It was noted that Fred Barron has kindly undertaken to store the marquee. Also that Sky West have agreed to play for two hours for £200.

### 18.048 PLANNING

#### 1. New applications

**3/18/0653/HH Ashdown House Hare Street:** New outdoor swimming pool with cover, pool-house with plant room and air-source heat-pump.

It was unanimously **RESOLVED to make NO OBJECTIONS**

**Clerk**

**3/17/1614/FUL Land adj to Gelders, Conduit Lane:** Appeal against refusal. **APPEAL ref 17/00142/REFUSE.** *It was noted that previous comments will automatically be forwarded to the Planning Inspectorate as part of the bundle.*

**Clerk**

#### 2. Decision Notices (for information only)

**3/18/0428/HH 1 New Cottages, Hare Street:** Single storey rear extension. **DECISION AWAITED**

**3/18/0349/OUT High Trees, Gt Hormead:** Outline permission for demolition of a 4-bedroom dwelling and detached garage and erection of four 4-bedroom dwellings - all matters reserved.

**REFUSED**

**3/18/0305/HH White Ash, Lt Hormead:** Replacement cesspit & treatment plant.

**DECISION AWAITED**

**3/18/0169/FUL Land adj to The Orchard, Hall Lane:** Demolish existing stable block and construct a detached two-storey dwelling. **DECISION AWAITED**

**3/17/2754/REM Land between Well House and Rosemary Cottage.** Approval of reserved matters following outline approval of 3/17/0028/OUT. 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

**18.049 FINANCE**

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

Finance Summary from 1 to 31 March:	£
<b>Opening bank balance statement 1 March</b>	<b>9,614.79</b>
Plus income 1 to 31 March	0.00
Minus expenditure 1 to 31 March	<u>1,562.27</u>
	8,052.52
Minus presented February cheque 1575	<u>468.90</u>
<b>Balance available to Council at 31 March (cashbook)</b>	<b>7,583.62</b>
Plus unpresented February cheques 1583, 1584, 1585	<u>583.90</u>
<b>Bank balance: reconciled with statement at 31 March</b>	<b>8,167.52</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. It was unanimously **RESOLVED to accept the Accounts Statement.**

**2. Verification of Accounts and Bank Statement.** Cllr Reeves-Hairs, as a non-signatory member, signed the accounts sheet and bank statement reconciliation.

**MRH/  
Clerk  
  
Clerk**

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

**3. Year-end performance against the 2017/18 budget**

The Clerk presented the year-end performance figures against the budget. Net expenditure was £21,923 net against £23,602 budgetted. Net income was £23,638 against £22,565 budgetted. The year-end cashbook balance was £7,584 against £5,922 in the budget. With unpresented cheques of £584, the year-end bank balance was £8,168. A VAT reclaim for the year of £1,090 has yet to be received. It was unanimously **RESOLVED to accept the report as presented.** An itemised budget report as at 31st March will appear on the website.

**Clerk**

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

Date	Payee	Item	£	Chq	Power
31/3	Clerk	Salary	468.90	1584	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
31/3	HMRC	PAYE Jan-March	60.00	1585	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
5/4	HAPTC	Annual subs	401.00	1586	LGA 1972 s111
5/4	EHDC (Clerk)	TEN for 19 <sup>th</sup> May	21.00	1587	LGA 1972 s145(1)(a)
19/4	Clerk	Expenses March	29.78	1588	LGA 1972 s111
19/4	Clerk/cash	Petty cash March	6.95	1589	LGA 1972 ss111, 114, 140
19/4	SC Ruff	Litterpick to 20/4	260.00	1590	OSA 1906 s9 & s10
19/4	Zurich	Annual Insurance	1,055.05	1591	LGA 1972 s111
19/4	LCPAS	DPO Services 1 yr	150.00	1592	LGA 1972 s111
<b>Recoverable VAT included:</b>			<b>£ NIL</b>		

Cheques were signed after the meeting.

**Clerk**

It was agreed to reimburse the Cricket Club £17.99 for the replacement padlock for the shed (following the break-in).

**Clerk**

**5. External Audit exemption:** The AGAR external audit exemption certificate was signed by the Chairman and the RFO.

**JD/Clerk**

**Additional item:** It was agreed that the Clerk would produce and submit the New Homes Bonus Performance Audit to EHDC.

**Clerk**

**18.050 General Data Protection Regulation (GDPR), to be enacted 25 May 2018**  
 DPO Ltd had not provided any information or a contract. The Clerk said that LCPAS would provide the DPO service for a year for £150 (against £600 for DPO Ltd). Following a discussion it was unanimously **RESOLVED to appoint LCAPS as the Council's DPO and for the Clerk (Proper Officer) to sign the Service Agreement.** Clerk

- 18.051 Correspondence** (Noted for information)
- Cllr J Jones: Vehicle movement monitoring at Anstey Quarry (18.052.2.1)
  - Heald MP: Unauthorised encampments and developments – consultation (18.055)
  - Isabel Hospice: Request for pavilion hire Sunday morning, 27th May (18.053.3)
  - Parish Paths Partnership: Grant funding information -open until end April (18.052.3.2)
  - HAPTC: re external auditor exemption certification information (18.049.5)
  - EHDC: RPII play area inspection notification (18.053.4)
  - Affinity Water: Notice of public consultation on Draft Business Plan and Water Resources Management Plan
  - Barkway Parish Councillor: request to consider B1368 Parish Council liaison (18.052.2.1)

**18.052 Special Interest Matters**

1. **Village Hall** - Cllr Reeves-Hairs:
  - The fire-retardant curtains have been installed.
  - The acoustic improvements will be made next week.
  - The Murder Mystery night on 21st April is now sold-out.
  - The double-yellow lines have been painted on the road.
2. **Highways**
  1. Joint parish plans to for weight restriction on the B1368: No further update.  
 Cllr Jeff Jones has reported that vehicle movements at the quarry will be monitored for a month to check against the operating licence.
  2. It was agreed to respond to Barkway Parish Councillor Bill Dennis and say we are interested in his suggestion of a collective response to B1368 issues and to ask what he has in mind. Clerk
  3. Speed Indicator Devices (SIDs) for Hare Street, and state of current speed signage: The Clerk reported that Cllr Jeff Jones has asked where the SIDs would best be located. It was agreed they should be as close as possible to the 30mph signs at both the north and south entrances to the village. The preference would also be for a "Thank you" to be incorporated within the display. Clerk
3. **Public Rights of Way - footpaths and byways**
  1. The PRoW (Public Rights of Way) Countryside Officer's March report was received and noted. A copy is on the PC website. Clerk
  2. It was noted that P3 is offering a grant funding opportunity for footpath work; no projects were identified.
4. **Parishioners' concerns and other matters:**
  1. Allotments: ACV registration is in hand. Clerk
  2. Following a request from a parishioner, it was agreed that a dog poo bin in the Anderson's Lane area would not be possible due to the lane being too narrow for the EHC contractor's vehicle to access. Clerk

Cllr John Kilby asked to be excused and left the meeting at 9.07pm

- 18.053 Meads field and buildings**
1. **Pavilion: Shower room ceiling:** No update RW
  2. **Notice Boards refurbishment:** No update Clerk
  3. **Pavilion hire by Isabel Hospice, Sunday 27 May (sponsored cycle ride):** It was **RESOLVED to charge a nominal £50 for the morning.** Clerk/JD
  4. **Annual RPII inspection:** It was agreed to arrange for the inspection. Clerk
- Other items:** **Gate Lock:** The new combination lock has been installed.  
**Handyman:** Still needed for various jobs around the Meads.

**18.054 Royal Wedding Tea Party, 19th May**  
 1. The Chairman reported that cakes are being donated and that the bar will be on a sale or return basis. The Clerk said the TEN licence will be in place. **JD/ALL Clerk Clerk**  
 2. The purchase of the marquee is agreed; the Clerk is requested to write a letter of intent to David Hill.  
 It was agreed that donations buckets will be placed at the bar and at the BBQ

**18.055 Consultation. Unauthorised encampments and developments:** To consider response. Open until 15th June. It was agreed to defer this to the May meeting. **Clerk**

**18.056 Late items and items for future agendas**  
 1. Late items: None  
 2. Items for future agendas:  
 • Unauthorised encampments consultation – May PC meeting **Clerk**  
 • To consider new pavilion fire extinguishers and Fire RA **Clerk/T**  
 • New play area equipment/zip wire **M**  
 • Battle’s Over – National tribute, with beacons, 11th November (with Cllr John Kilby) **JK**

**Suspension of meeting for public comments**  
 At 9.25pm it was unanimously **RESOLVED to suspend the meeting for public comments.**  
 • A parishioner reported that two large tractor tyres from the adjacent field have been dumped in the river.

The Chairman called the meeting to order at 9.28pm

**18.057 Dates of next Meetings: All to be held in the Meads Pavilion**  
 1. **Annual Meeting of the Parish:** Thursday 24th May, 7.30pm **Clerk/JD**  
 2. **Annual Parish Council Meeting:** Thursday 17th May, 7pm **Clerk**  
 3. **May Ordinary Parish Council Meeting:** Thursday 17th May, approx. 7.30pm (following the Annual Council Meeting) **Clerk**

Following the above, Cllr Matthew Reeves-Hairs announced his decision to resign from the Parish Council in order to devote more time and energy to managing the Village Hall, which is his priority. The Chairman thanked him for his contribution to the Council and wished him well for the future.

The Chairman thanked everyone for attending and closed the meeting at 9.45pm

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