

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 17 May 2018 in the Meads Pavilion at 7.20pm (following the Annual Meeting of the Council)

**PRESENT:** Cllr Jayne Denham, Chairman (JD); Cllr Robb Denham (RED); Cllr John Kilby (JK)  
Cllr Teresa Marks (TM)

Five members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

The Chairman welcomed everyone and opened the meeting at 7.20pm.

**18.070 Apologies for absence.** The following apologies were accepted:

1. Councillors: Cllr Richard White (personal)
2. Other apologies: County Cllr J Jones

**18.071 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.

**Clerk**

**18.072 Minutes of the Parish Council Meeting held on 19 April 2018**

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 19 April were a true and accurate record.** The Chairman signed the Minutes.

**JD/Clerk**

**18.073 Casual Vacancies**

It was noted that the EHC deadline for 10 electors to call for an election is 25 May, after which time the Parish Council may co-opt as soon as is practicable.

**Clerk**

**18.074 Police Report**

No report received. However, the Chairman said she had eventually received a phone call from PCSO Emma Groves to talk about the incidents at the Meads. The Chairman reiterated her concerns about drug running. The police have said they will call round to keep an eye on the Meads. CCTV was a suggested option. Fureaux Pelham has apparently experienced a lot of break-ins recently.

**JD/Clerk**

**18.075 Chairman's announcements:** None

**18.076 PLANNING**

**1. New applications**

**3/18/0936/FUL & 3/18/0937/LBC Hormead Cottage:** Demolition of existing building following extensive fire damage and demolition of Cart Shed. Construction of new dwelling house to replace fire-damaged dwelling house; construction of new cart shed, and retention of C21 two-storey extension for use as an annex.

After considerable discussion, including with members of the public, it was **RESOLVED to make objections on the following grounds:**

1. The proposal does not preserve the heritage status of the iconic cottage, which is an important and defining part of the village street scene. The proposed rebuild would totally remove this status.
2. The argument for replacing thatch with tiles in the rebuild is false since there are construction methods that prevent the cave-in of an a light roof and which, when coupled with recognised fire-retardant treatment of the thatch, make it as fire-safe as any other form of roofing material.
3. The building is within the Conservation Area and an approval to replace thatch with tiles could set an unwelcome precedent.
4. The PC rejects as unacceptable the arguments in the Heritage Statement, para 4.41, that "... the replacement dwelling ...positively responds to the local character and form but does not seek to replicate the former building which stood on the site", and in para 4.42 that the rebuild "...echoes the scale and form of the original building with a view to ensuring the built form on the site

*continues to contribute positively to the area.*” On the contrary, the PC strongly believes the original appearance should be preserved and the rebuild should match the original cottage as closely as possible to restore its importance as a recognised feature of the village.

5. The arguments in paras 6.10 and 6.11 are contradictory: The April 2017 structural report is acknowledged to state (6.10) “...between 20 and 25% of the structure will remain after repairs.” Whereas para 6.11 asserts “...that very little of the original historic fabric of the listed building will remain should it be reconstructed.”

6. The national guidance relating to the demolition of heritage assets in the NPPF, paragraphs 132, 133, 136 and 137, has not been followed in this application.

Clerk

**3/18/0765/HH & 3/18/0766/LBC Thatched Cottage, Gt Hornead:** Alterations to the existing rear single storey extension, insertion of new windows and French doors. Subdivision of the bathroom with stud partition walls. Insertion of French doors to rear of existing extension. Replacing the existing door onto patio with a wider set of French doors. It was **RESOLVED to make no objections.**

Clerk

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

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

**3/17/1614/FUL Land adj to Gelders, Conduit Lane:** Appeal against refusal. **APPEAL ref 17/00142/REFUSE.** *APPEAL DECISION AWAITED*

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

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

**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

**18.077 FINANCE**

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

Finance Summary from 1 to 30 April:	£
<b>Opening bank balance statement 1 April</b>	<b>8,167.52</b>
Plus income 1 to 30 April	11,414.58
Minus expenditure 1 to 30 April	<u>2,371.88</u>
	17,210.22
Minus presented March cheques 1584 and 1585	528.90
Minus unrepresented March cheque 1583	<u>55.00</u>
<b>Balance available to Council at 30 April (cashbook)</b>	<b>16,626.32</b>
Plus unrepresented March cheque 1583	55.00
Plus unrepresented April cheque 1586, 91, 92, 93	<u>2,075.15</u>
<b>Bank balance: reconciled with statement at 30 April</b>	<b><u>18,756.47</u></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.**

Clerk

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

JK/Clerk

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

Clerk

**3. Annual Governance and Accountability Return (AGAR) 2017/18**

**1. The internal auditor’s approval of the AGAR was noted.**

**2. (i)** It was unanimously **RESOLVED to approve all pages of the 2017/18 AGAR Part 2.** These were duly signed by the Chairman and the Clerk/RFO.

JD/Clerk

(ii) The Exercise of Public Rights period was noted as being from 18 June to 27 July. Notices are on the notice boards and the website.

Clerk

3. It was **RESOLVED that the Parish Council meets the exemption qualifying criteria and declare itself exempt from a Limited Assurance Review (External Audit) for 2017/18.**

4. The Chairman and the RFO signed the Certificate of Exemption.

JD/RFO

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

Date	Payee	Item	£	Chq	Power
30/4	Clerk	Salary April	469.10	1593	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
2/5	Clerk reimburse	TEN for 19 <sup>th</sup> May	21.00	1594	LGA 1972 s145(1)(a)
8/5	Wyddial MCA	Marquee #1	1,000.00	1595	LGA 1972 s145
8/5	Cash	Float for 19/5	600.00	1596	LGA 1972 s145
17/5	Clerk	Expenses April	47.25	1597	LGA 1972 s111
17/5	Clerk/cash	Petty cash April	37.36	1598	LGA 1972 ss111, 114, 140
17/5	Accountancy Services	Internal Audit	150.00	1599	LGA 1972 s111
17/5	SC Ruff	Litterpick to 18/5	260.00	1600	OSA 1906 s9 & s10
17/5	Earthworms	Meads April	558.00	1601	LG(MPA) 1976 s19
17/5	NALC	LCR subs	17.00	1602	LGA 1972 s111
17/5	LCPAS	Annual subs	80.00	1603	LGA 1972 s111
17/5	A Viragh	Cleaning	26.00	1604	LGA 1972 s111, s133
17/5	Clerk reimburse	BBQ items 19/5	44.00	1605	LGA 1972 s145
17/5	Clerk reimburse	Fire extinguisher	14.99	1606	LGA 1972 s133, s145
17/5	E.ON	Electric Feb-May	113.31	1607	LGA 1972 s133
<b>Recoverable VAT included:</b>			<b>£ 106.40</b>		

Cheques were signed after the meeting.

Clerk

**5. New Homes Bonus Performance Audit.** It was noted that the Clerk had completed and submitted to EHC the New Homes Bonus expenditure Audit for 2012-2018.

**6. National Wage Agreement for 2018/19.** The National Salary Award agreement for 2018/19 was noted as being approx 2%.

**18.078 General Data Protection Regulation (GDPR), to be enacted 25 May 2018**

The Clerk reported the compliance process is well underway and that about 30 policies have now been drafted and submitted to the DPO (LCPAS) for approval/their records. Councillors may have to consider having a Parish Council dedicated email address on their personal computers so that PC business can be administered and monitored effectively.

Clerk/  
ALL

**18.079 Correspondence** (Noted for information)

- HHCC: Various re vandalism, maintenance and schedule issues
- David Hill: re marquee purchase
- EHC: re Casual vacancies
- Police: re break-in and vandalism

**18.080 Special Interest Matters**

1. **Village Hall:** No report received

2. **Highways**

1. Joint parish plans to for weight restriction on the B1368: No further update.
2. Speed Indicator Devices (SIDs) for Hare Street: Cllr Jeff Jones has asked for confirmation of where the SIDs would best be located.

Clerk

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

The PRoW (Public Rights of Way) Countryside Officer's April report was received and noted. A copy is on the PC website.

4. **Parishioners' concerns and other matters**

Allotments: The Clerk confirmed that the ACV registration has been submitted.

**18.081 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). The Chairman said she will not be able to continue opening up the pavilion for any future Sunday morning events.
4. **Recent vandalism:** The Chairman reported on this in the police report (18.074).  
**Other matters:** Gate Lock: Cllr Richard White has a possible solution to prevent future lock damage. RW  
Handyman: It was agreed to put an advert in the newsletter for various jobs. Clerk  
It was questioned whether the memorial bench half-way down the Meads now belonged to the PC. Clerk
- 18.082 Royal Wedding Tea Party, 19th May**  
The Chairman reported that everything was in place and the marquee would be erected on Saturday morning. The Clerk to arrange for long-term insurance cover for the marquee. Clerk
- 18.083 Consultation. Unauthorised encampments and developments**  
There was no agreement to respond to this consultation.
- 18.084 Late items and items for future agendas**
1. Late items: None
2. Items for future agendas:
- Donation to Good Neighbours Scheme: to be considered at a later meeting Clerk
  - To consider new pavilion fire extinguishers and Fire RA: Deferred Clerk
  - New play area equipment/zip wire TM/Clerk
  - Battle's Over – National tribute, with beacons, 11th November: Cllr John Kilby to follow up JK
- Suspension of meeting for public comments**  
At 8.42pm it was unanimously **RESOLVED to suspend the meeting for public comments.**
- A parishioner said the piles of rubble in front of the barn by the Village Hall were in violation of the planning conditions agreed when the Hall was built. The Clerk was asked to pursue with EH Planning Enforcement. Clerk
  - A parishioner asked about the PCC's involvement with the marquee. The Chairman clarified that the marquee had been bought by the Parish Council and that the PCC had made neither any contribution nor any commitment.
  - The Chairman requested that the VHMC (MRH) be asked to provide a VH report for the Annual Meeting of the Parish Clerk
- The Chairman called the meeting to order at 8.55pm
- 18.085 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. **June Ordinary Parish Council Meeting:** Thursday 21st June at 8pm Clerk/JD
- The Chairman thanked everyone for attending and closed the meeting at 8.57pm

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