

HORMEAD PARISH COUNCIL

Minutes of the Hormead Parish Council Ordinary Meeting Thursday 20th June 2019 in the Meads Pavilion at 8pm

*Cllr Jayne Denham, Chairman (JD)

*Cllr Richard White (RW)

*Cllr Kevin Glogner (KG)

*Cllr Teresa Marks (left at 8.20pm)

Cllr Andrew Hazell (AH)

Vacancy

Cllr John Kilby (JK)

* Denotes present

No members of the public

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

The Chairman welcomed everyone and opened the meeting at 8pm

19.079 **Apologies for absence.** The following councillor apologies were accepted:

1. Councillors: Cllr John Kilby (prior commitment); Cllr Andy Hazell (work)
2. Other apologies: District Cllr Peter Boylan, Sgt Duncan Wallace

19.080 **Declarations of Interest and Dispensations**

1. **Declarations of Interest**

Cllr Teresa Marks: a DPI as wife of the Clerk in relation to his payments; Cllr Kevin Glogner: a DPI re agenda item 19.087.4 where his company (Landscape Concept Ltd) is receiving a payment.

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) Cllr Kevin Glogner submitted a dispensation request to speak and vote on Council finance business for the ensuing 4-year term in which he has a pecuniary interest as his company is the Meads maintenance contractor.

3. **Consideration of dispensation requests**

A dispensation request was received from Cllr Kevin Glogner for him to discuss and vote on approval of payments due to his company receiving payments for the Meads maintenance contract. The reason given was so that the Council could remain quorate for approving payments. Cllr Marks proposed it be granted. The Chairman stated that she would not sign the Dispensation if voted for, saying she wanted more information around dispensations that allowed voting on payments that benefit the individual voting to receive such payments. The Chairman also said she would like to see reversed Cllr Marks' dispensation as the wife of the Clerk that was granted in May. The Chairman said she did not want parishioners to think that her signature implied her approval of the dispensation. The Clerk said that the Chairman's signature was only to verify a decision of the Council and it did not imply any agreement to that decision. If necessary, a statement could be recorded to that effect. Regarding revoking Cllr Marks' dispensation, the Council's Standing Orders do not permit an agreed resolution to be revisited within 6 months.

The Clerk advised on the legal position and the circumstances for granting dispensations as set out in the 2011 Localism Act, Section 33, one of which is that without it a council may not be able to transact its business due to becoming inquorate. This would have happened in approving the May payments, where two of the four councillors present had declared DPIs, if Cllr Marks' dispensation had not been granted, and with only four councillors present again at this meeting, it could happen again. The Clerk further noted that it is against the law for a councillor to be present during any discussion and vote where the councillor has a Disclosable Pecuniary Interest (DPI), which is the case with Cllr Glogner having a contractual invoice from his company due to be approved for payment at this and subsequent meetings. The Clerk noted that the law covering DPIs and Dispensations are set out on each agenda and recorded in the Minutes. Cllr Glogner pointed out that the Dispensation application form provided by the Clerk was the same as the one he had been given in the pack at the HAPTC councillor training workshop.

The Chairman said she wanted to take the matter up with the East Herts Monitoring Officer to get clarification. The Chairman also said she had received advice not to sign the dispensation form, although no explanation was given as to where that advice had come from. Cllr Marks said she had a Dispensation in place since 2014 - without any objections and with no changes in circumstances - that would enable her to vote on approval of payments that evening whilst Cllr Glogner would be denied that. The Chairman said it was only Cllr Glogner's application that was under consideration. Cllr White said he wanted to get a better understanding of the information and no vote was taken. Following further disagreement, Cllr Marks said the Chairman was dishonouring the Clerk, resigned and left the meeting. Because of disagreements about not taking his advice whilst taking the advice of others, the Clerk said he would have to consider his position.

It was subsequently agreed that in approving orders for payment under agenda item 19.087.4, the payment to The Landscape Concept Ltd would be excluded from the vote and that Cllr Glogner could therefore remain in the room and vote on the approval of the other payments, the Council thereby remaining quorate.

19.081 Approval of Minutes

1. **Annual Parish Council Meeting, 16th May 2019:** It was unanimously **RESOLVED that the Minutes of the Annual Parish Council Meeting held on 16th May 2019 be taken as read and were a true and accurate record.** The Chairman signed the Minutes.
2. **Ordinary Parish Council Meeting, 16th May 2019:** It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 16th May 2019 be taken as read and were a true and accurate record.** The Chairman signed the Minutes.

JD/Clerk

JD/Clerk

19.082 Chairman's Announcements: None

19.083 Co-option applications: None received

19.084 Police Crime Report for the Parish

The police were not in attendance, but the Chairman read the following report sent by Sgt Duncan Wallace:

Since 1st May until today there have been 11 crime incidents

- 4 relate to one address where a mother and son are having issues. The offences recorded are Threat to damage property, Assault, Criminal damage and a child protection referral
- 1 x Public order matter relating to a parcel delivery driver
- 1 x theft of motor vehicle
- 1 x harassment and 1 x Threat to damage arising from a domestic incident
- 2 x Theft of motor vehicle, both of which were off road, scrapped and SORN
- 1 x Burglary to a premises at Silkmead farm where metal plumbing fittings were taken

I have been waiting for EHDC to update on the encampment issue just North of the village. The process is on going but the initial indications are that there is no planned enforcement action planned.

The Clerk reported that he had been invited by the police, together with some other East Herts clerks, District Councillors, landowners, business owners, and farm representatives, to attend on 19th June the first of a series of quarterly meetings to set achievable priorities for East Herts Rural Policing. The meetings are being imposed by central government through the Police and Crime Commissioner. Sgt Wallace will produce a report of the meetings and the priorities that were agreed. He would value input from parishes, via the invited clerks, including views from schools, churches and faith groups. The next meeting is scheduled for 25th September.

19.085 District and County Councillors' reports: No reports received, but Cllr Peter Boylan emailed to say the only item he wished to highlight to the Parish Council is relating to the activity on land north of Hare Street mentioned previously. This is currently being investigated by enforcement officers at East Herts. He had no other news.

19.086 PLANNING

1. New applications

3/19/1105/HH Thatched Cottage, Hare Street: Drop kerb, remove fence. **NO OBJECTIONS** Clerk

3/18/2532/OUT Land adj to Bradbury Bungalow, Hare Street: 1 detached dwelling. **Appealed to the Planning Inspectorate, Ref 19/00074/REFUSE** **NO FURTHER COMMENTS**

2. Decision Notices (for information only)

3/19/0642/HH Box Tree Cottage: Detached garage with store. **GRANTED**

3/19/0161/FUL & /0162/LBC Hornead Cottage: Reconstruct three chimneys. **GRANTED**

3/19/0853/HH & 0845/LBC Little Meadow, Conduit Lane: Convert Grade II barn into ancillary residential accommodation **GRANTED**

3/19/0970/OUT Land adj to Lamorna, Hare Street: Outline planning permission for residential development of three detached dwellings. **AWAITED**

3. Other Planning matters - Including any received too late to be included on the agenda: None

19.087 FINANCE

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

Finance Summary from 1 to 31 May:	£
Opening bank balance statement 1 May	18,424.44
Plus income	12.00
Minus expenditure	<u>2,692.57</u>
	15,743.87
Minus unrepresented April cheque 1702	399.36
Minus presented April cheque 1708	<u>512.00</u>
Balance available to Council at 31 May (cashbook balance)	14,832.51
Plus unrepresented April and May cheques 1702, 1709, 1713, 1714, 1719	<u>2,386.26</u>
Accounts balance reconciled with bank statement at 31 May	<u>17,218.77</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 to accept the Accounts Statement.**

2. **Verification of Accounts and Bank Statement.** Cllr Kevin Glogner, as a non-signatory member, signed the accounts sheet and bank statement reconciliation. Clerk
An accounts summary is published each month in the Minutes on the website.

3. **Annual Governance and Accountability Return (AGAR) 2018/19 Part 3**

It was noted that for 2018/19 the Council does not qualify for external audit exemption

1. **Approve of Section 1: The Annual Governance Statement.**

It was proposed, seconded and unanimously **RESOLVED that Section 1: The Annual Governance Statement be approved.**

2. The Clerk and the Chairman then signed Section 1

3. **Section 2 Accounting Statements.**

Section 2: Accounting Statements were considered as signed by the RFO and presented to the Council.

4. **Approval of Section 2: Accounting Statements.**

It was proposed, seconded and unanimously **RESOLVED to approve Section 2: Accounting Statements.**

5. The Chairman then signed Section 2.

6. **Exercise of Public Rights**

It was proposed, seconded and unanimously **RESOLVED to set the date for the Exercise of Public Rights as 1 July to 9 August 2019** Clerk

Clerk’s note: The above AGAR Part 3 replaced the incorrect version signed at the 16th May Ordinary Council Meeting. The Exercise of Public Rights dates were corresponding amended. Clerk

4. **Payments.** Following the agreement reached under agenda item 19.080.3 above, the payment for Landscape Concept* was removed from the list and Cllr Glogner remained in the room and

voted. It was unanimously **RESOLVED to approve the signing of all other orders for payment: (Appendices B1 and B2).** All payments made under the Local Government Act 2011 ss1-8, the General Power of Competence¹

Date	Payee	Item	£	Chq
31/5	Clerk	Salary May	519.70	1719
20/6	Good Neighbours	Donation	50.00	1720
20/6	Landscape Concept* <i>Note: not approved</i>	Meads 4 of 8	975.00	1721
20/6	SC Ruff	Litterpick to 14/6 3of 12	260.00	1722
20/6	Clerk	Expenses May	31.70	1723
20/6	Clerk petty cash	Petty cash May	12.96	1724
20/6	Clerk reimburse	Annual Microsoft 365 licence	40.00	1725
20/6	Clerk reimburse	Printer ink	103.12	1726
Recoverable VAT included:			£179.68	

Cheques were signed after the meeting.

Clerk

5. Bank account signatories

Changing the bank mandate by adding other signatories was considered, and the possibility of arranging electronic banking. Current signatories to discuss with Barclays.

JD/RW

19.088 Correspondence (As per the Agenda - noted for information)

The Pensions Regulator: Employer's re-enrolment deadline 31st August 2019 (*Staffing Committee*)
 Benefice Good Neighbours: Thank you to the PC for agreeing to make a donation.
 Parishioners: emails re possible illegal work and fly tipping north of Hare Street (19.089.3.2)
 Barkway and Anstey Clerks: Concerns and position re Anstey Quarry reinstatement. (19.089.3.1)

19.089 Special Interest Matters

1. Highways

1. The temporary closure of B1368 Braughing/Dassels was noted.

2. Public Rights of Way (PRoW) - footpaths and byways

1. The Countryside Officer's April report was received and noted. A copy is on the website.

3. Parishioners concerns and other matters

1. **Anstey Quarry:** Reinstatement of the site is uncertain and the subject of possible legal action.
2. **Possible illegal activity on land north of Hare Street village:** The police and District Councillor are liaising with EHC enforcement officers on the legal position.
3. **Village Hall AGM:** Noted as being on 12th August

19.090 Meads field and buildings

1. Pavilion.

- Refurbishment and working party: No arrangements made.
- New taps have been fitted in the ladies' toilets.
- Locks have been fitted to Changing Room #1. Changing Room #2 has been cleared.
- It was confirmed that a parishioner's private cricket match is going ahead on 23rd June and that the Parish Council will cut the square and outfield, but will not provide any equipment or wicket and field marking. The fee of £75 was also confirmed.

Clerk

KG

2. **Annual RPII play area inspection:** Date to be confirmed by HCC.

Clerk

3. **Other matters.** It was noted that a facsimile of an old map of the parish fields has been hung in the Pavilion – thanks to Cllr Glogner.

19.091 Late items and items for future agendas

1. Late items: None

2. Items for future agendas. The following were noted:

- Merchant Navy Day Appeal, 3rd September 2019
- VE Day celebration, 8th May 2020

19.092 Clerk’s Advanced Leadership Training day on 17th July was noted. Cost to be shared between 4 councils

No members of the public being present, the meeting was not suspended for public comments

19.093 Date of next Meeting

Thursday 18th July at 8pm in the Meads Pavilion. The Chairman said she will be away and it was agreed that Vice-Chairman Cllr Richard White would preside.

Clerk’s note: It was subsequently arranged for the meeting to be held on Monday 15th July so that all councillors could be in attendance.

Clerk/JD

The Chairman thanked everyone for attending and closed the meeting at 9.10pm.

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