

# MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Annual Parish Council meeting held on Tuesday, 19 May 2015, in the Green Tye Mission Hall following the closure of the Annual Parish meeting.

\*Cllr Mrs S Bannerman  
\*Cllr A Baxter  
\*Cllr T Baxter  
\*Cllr S J Godfrey  
Vacancy

\*Cllr I Hunt  
\*Cllr R D Key  
\*Cllr Mrs J Liversage  
\*Cllr A J Young

\* denotes present.

In attendance: 16 members of the public.  
Plus County Cllr G McAndrew (HCC)  
Cllr J Devenshire (EHC)

## 1. ELECTION OF CHAIRMAN

RESOLVED that Cllr T Baxter be duly elected to serve as Chairman of the Parish Council for the ensuing civic year.

## 2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr T Baxter duly signed his declaration of acceptance of office of Chairman.

## 3. COUNCILLORS DECLARATIONS OF ACCEPTANCE OF OFFICE AND INFORMATION SHEETS

Councillors duly signed their declarations of acceptance of office forms and completed their information sheets which were handed to the Clerk.

## 4. CO-OPTION OF PARISH COUNCILLOR

RESOLVED that the following named person be duly elected to serve as Parish Councillor:

Mr Michael P Keogh  
10 Oudle Lane  
MUCH HADHAM

## 5. ELECTION OF VICE CHAIRMAN

RESOLVED that Cllr Mrs Bannerman be duly elected to serve as Vice Chairman of the Parish Council for the ensuing civic year.

6. COUNCILLORS' REGISTER OF MEMBERS' INTERESTS

Councillors handed their completed register of members' interests forms to the Clerk.

7. APOLOGIES FOR ABSENCE

None.

8. DECLARATIONS OF INTERESTS

None.

The Chairman took the opportunity at this juncture of the meeting to express on behalf of the members of the Council gratitude to ex-Councillor Bird, Morris and Compton. The Chairman stated that all three persons had served the Parish Council extremely well over the years that they had been Councillors and their knowledge and experience would be greatly missed.

9. MINUTES OF THE LAST MEETING HELD ON 7 APRIL 2015

RESOLVED that the minutes of the last meeting held on 7 April 2015 be accepted as a correct of the proceedings and be signed by the Chairman.

10. MATTERS ARISING

None.

11. CONFIRMATION OF APPOINTMENT OF PARISH REPRESENTATIVES AND AMBASSADORS

The Chairman suggested that the Parish Council break away from the traditional format of one Councillor being responsible for one specific activity of the Council in favour of a more equitable way of spreading the responsibility. To this end the Chairman had produced the attached (see Appendix A) revised format for members' consideration

Members welcomed the new format.

12. RESIDENTS' COMMENTS

(i) Kettle Green Lane

Now that Kettle Green Road had been formally re-named "Kettle Green Lane" a request was made that a new street name plate sign be ordered and erected as soon as possible. This matter would be taken up with the Hertfordshire County Council.

(ii) Henry Moore Foundation

Concerns were expressed regarding the extensive damage to the verges in Perry Green, which was the result of the increased volume of traffic accessing the Henry Moore site. Photographic evidence of the planning violations taking place had been obtained and, despite the assurance given by Mrs Wake, Henry Moore Foundation, at a public meeting, there would not appear to be any control over the construction traffic. A request was made that a formal letter of complaint should be sent by the Parish Council to the Henry Moore Foundation pointing out the violations and dangers to pedestrians and vehicular traffic from non-compliance with the planning conditions. It was evident that both the Planning Enforcement Officer and the Highways Authority were in breach of their statutory duties. A request was made that this matter be addressed as a matter of urgency as the contract in respect of the development work at the Henry Moore Foundation was for a further 50 weeks.

The Chairman confirmed that he would forward a letter as suggested to the Henry Moore Foundation and that a representative would be invited to attend a future meeting of the Parish Council in order to address this matter.

The Chairman requested that he be forwarded the full facts outlined in the concerns in order for the letter to be factual.

(iii) Jolly Waggoners

Concerns were expressed regarding the state of disrepair of the building and it was requested that a letter should be forwarded to East Herts Council pointing out that it would appear that the owners were not complying with the planning conditions.

Members generally felt that the situation should not be allowed to continue in view of the unsightly appearance on entry to the village. Members agreed that a formal letter be sent to East Herts Council.

(iv) Website

Cllr A Baxter asked for this item to be included on the next agenda to enable discussions to take place on the degree of members' information being included.

(v) Green Tye Village Sign

It was reported that the metal posts had corroded and a request was made that they be replaced. A further request was made for a 'Please drive carefully through our village' sign to be erected.

The Chairman confirmed that these matters would be actioned.

13. PLANNING

(i) Minutes of the Planning Sub-Committee held on 7 April 2015

RESOLVED that the minutes of the Planning Sub-Committee held on 7 April 2015 be confirmed as an accurate record and the decisions taken be ratified.

(ii) Neighbourhood Plan

Cllr Hunt gave members an overview of the benefits which could be derived from developing a Neighbourhood Plan which, if approved by East Herts Council, would become a legal part of the planning process.

The first steps in the process would be to resolve:

1. to prepare a Neighbourhood Development Plan;
2. that this be for the whole parish or some other boundary, eg Much Hadham village or in conjunction with another parish and, then assuming 1 and 2 are resolved
3. to formally submit an application to East Herts Council for the designation of a Neighbourhood Area pursuant to the preparation of a Neighbourhood Development Plan (NDP).

Motions in support of the above to be tabled ideally at the 2 June meeting.

East Herts Council would take six weeks to publish and confirm the designated area following which a Neighbourhood Steering Committee would be set up ideally at the Parish Council meeting to be held on 4 August.

Members were fully supportive of the above and Cllr Young expressed an interest in assisting Cllr Hunt on the work involved in this matter.

14. HIGHWAYS MATTERS

(i) General

Members referred to the matters raised at the Annual Parish meeting and to the notes which had been referred to by ex-Cllr Bird.

(ii) Vehicular activated signs

Reference was made to an email which had been received from a resident requesting that the vehicular activated signs which had been proposed for Much Hadham in the past be discussed by members. Mr Bird agreed to forward the information on this matter, which had been discussed by the Parish Council in the past, to the new representatives responsible for highways matters.

15. PARISH PATHS PARTNERSHIP

There was nothing to report on this matter.

16. PAVILION UPDATE, FUNDING AND PAVILION COMMITTEE'S PROPOSALS

Cllr Mrs Bannerman referred to the proposals as outlined in Appendix B, the contents of which were fully supported by members.

17. TENNIS COURTS

Cllr Mrs Bannerman referred to the attached Appendix C and to the proposal contained therein as follows:

“That the Tennis Club provide one hour per day from say 1.00 pm to 2.00 pm for a holiday membership for all children under 14 years of age during every school holiday for a £1 membership payment for the purposes of being fully insured on the courts.”

RESOLVED that the proposal be fully supported by the Parish Council.

18. TRANSPARENCY OBLIGATIONS FOR PARISH COUNCILS

Members had been circulated with details concerning the transparency obligations for small Local Authorities which had come into force on 1 April 2015. Parish Councils with a turnover of less than £25,000 were now subject to the Transparency Code which made it mandatory for Parish Councils to publish specific information relative to its statutory functions. The information specified under the Code must be published on an available free of charge website.

The Clerk stated that much of the information set out in the requirements, ie minutes, agendas, etc, were already on the website and arrangements would be made with Cllr A Baxter for additional requirements under the Code to be made available.

19. VILLAGE HALL COMMITTEE REQUEST

Cllr Mrs Liversage drew attention to the various items of expenditure incurred by the Village Hall Committee and she requested that, like the Sports Association, gross amounts be paid by the Parish Council with the Village Hall Committee reimbursing the Parish Council the net amount, ie less the VAT.

The Clerk stated that, as the Village Hall was owned by the Parish Council as was the pavilion, then this request was perfectly in order.

## 20. MUCH HADHAM SPORTS ASSOCIATION – GRANT APPLICATION

A letter had been received from the Treasurer of the Much Hadham Sports Association requesting the Parish Council to consider a grant towards the grass cutting of the recreation ground and insurance on the buildings.

The Chairman pointed out that no formal grant application form had been received and, therefore, this matter could not be considered this evening. However, members were inclined to look favourably on giving a grant subject to receipt of the formal application.

## 21. HAPTC – BASIC COUNCILLOR TRAINING SESSIONS

Members were informed of the following dates/venues:

- Thursday, 21 May – Birchwood Leisure Centre, Hatfield.
- Wednesday, 24 June – Kimpton Memorial Hall.
- Thursday, 25 June – Birchwood Leisure Centre, Hatfield.

Members agreed to email the Clerk should they wish to attend any of the above courses.

## 22. FINANCIAL ACCOUNTS AND AUDITORS' REPORT 2014/2015

Members had been circulated with a copy of the financial accounts and auditor's report for approval.

The following two matters were raised by Cllr Hunt:

### 1. Income and expenditure account

Section 137 payment	Financial statement shows	£3,050
	Supporting statement shows	£3,550
Maintenance of Open Spaces	2013/2014 expenditure	£2,552.68
	2014/2015 expended	£5,370.28

### 2. Balance Sheet

- Left column should be headed "Previous year".
- Delete rogue item 4.00 at top of left column.
- Both columns should have a £ symbol at the top (as on the next page).
- Cllr Hunt had asked why the earmarked reserves £30,000 are stated to be £20,000 in the Supporting Statement – presumably a typing error.

The Clerk stated that he would respond to the above points at the next meeting.

3. Asset Register

Cllr Hunt questioned whether the Parish Council had in place an asset register.

The Clerk stated that no formal asset register was in place, however, the supporting statement did list the community and fixed assets held by the Parish Council.

4. Auditor's Report

Cllr Mrs Liversage referred to a number of items which required action by the Council/Clerk.

The Clerk stated that it was his intention to bring the recommendations to future meetings of the Council and to update members on the actions taken.

23. PAYMENT OF ACCOUNTS AND FINANCIAL STATEMENT

(i) Payment of Accounts

RESOLVED that the accounts as set out on the attached schedule (see Appendix D) be duly authorised for payment.

(ii) Bank Mandate

The Clerk informed members that in seeking to affect a transfer of £20,000 from the Councils reserve account to its current account, he had been informed that only Cllr T Baxter was a signatory to the account. Members of the previous Council would recall that a fresh mandate had been put in place in 2014. It would appear from discussing this matter with the Bank that the branch had not notified Head Office of the changes. This was of great concern as members had been signing cheques since the new mandate and recently the first payment to the contractor, Glenplan Limited, had been made in the sum £16,587.

New mandate forms had been requested for members to complete.

(ii) Financial Statement

RESOLVED that the contents of the attached schedule (see Appendix E) be received.

24. URGENT BUSINESS

None.

25. ITEMS FOR FUTURE AGENDA

- Parish notice boards.
- Parish Council magazine.
- Reports from County and District councillors.
- HM Foundation.
- River Ash cleanliness.
- Vehicular activated signs.
- Invitation to Mark Prisk, MP.
- Website
- Neighbourhood Plan.

26. CONFIRMATION OF DATE OF NEXT MEETING AND  
CONFIRMATION OF MEETINGS TO END OF CALENDAR YEAR

It was confirmed that the next meeting would be held on Tuesday, 2 June 2015, at 7.30 pm in the Much Hadham Village Hall.

The remainder of the meeting up until the end of the calendar year were confirmed as follows:

Tuesday, 7 July 2015 – Much Hadham Village Hall  
Tuesday, 4 August 2015 – Green Tye Mission Hall  
Tuesday, 1 September 2015 – Much Hadham Village Hall  
Tuesday, 6 October 2015 – Green Tye Mission Hall  
Tuesday, 3 November 2015 – Much Hadham Village Hall  
Tuesday, 1 December 2015 – Much Hadham Village Hall

27. CONFIRMATION OF CLERK'S SALARY

The Clerk referred to an amendment to his salary as notified to him by former Councillor William Compton in which a resolution was that the spinal point of the Clerk be upgraded to SP 27. As the Clerk was already on SP 29, clarification was sought.

The Chairman agreed to discuss this matter with Mr Compton.

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There being no further business the meeting closed at 9.55 pm.