

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Monday, 4<sup>th</sup> December 2017, in the Much Hadham Village Hall, Green Room, at 7:30 pm.

Cllr W Compton	*Cllr C Thompson
*Cllr I Hunt (Vice Chairman)	*Cllr K Twort
*Cllr B Morris	*Cllr Mrs P Taylor (Chairman)
*Cllr Mrs M O'Neill	Cllr Mrs J Liversage
*Cllr W O'Neill	

\* denotes present.

In attendance: F Forth, Parish Clerk and 15 members of the public.

### 17/183. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr W Compton and Cllr Mrs J Liversage.

### 17/184. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 17/185. NOTIFICATIONS OF URGENT BUSINESS

None.

### 17/186. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded those present that if a resident wishes to speak on an item prior to the 'residents' comments' agenda item, raise a hand to alert the Chairman or the Clerk.

Note – after item 17/187, the Chairman highlighted that the meeting was being recorded.

### 17/187. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 7<sup>th</sup> November 2017 be accepted as a correct record of the proceedings and be signed by the Chairman.

### 17/188. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Report on outstanding matters and resolutions noted. Any items requiring comment are included elsewhere on the agenda.

## 17/189. MEMBERS' REPORTS

### (i) Community

#### Sports Association/Pavilion

Cllr K Twort and Cllr Mrs M O'Neill stated that there was nothing to report.

#### Village Hall

Cllr W O'Neill reported that a meeting is being arranged to discuss further the relationship between the Parish Council, Recreation Trust and the Village Hall, especially in respect of funding arrangements. Cllr I Hunt highlighted that the conveyance sets out the responsibilities of the respective parties.

In addition, it was noted that the next Village Hall Management Committee meeting is on the 7<sup>th</sup> December.

### (ii) Environment (inc Public Rights of Way (PROW))

#### Public Rights of Way

Cllr B Morris reported that 2 new way marker posts had been installed on footpaths 54 and 56 respectively.

### (iii) Highways

Cllr W O'Neill reported that an overgrown hedge at Hadham Cross had been cut back by the owner and the culvert in the High Street, opposite New Barns Lane, had been cleared to resolve the localised flooding problem.

Kettle Green Lane had been closed today for water works and will be closed again on Thursday to clean the drains.

It was recognised that the resurfacing work on the B1004 had resulted in a much better surface although it appears a couple of patches were misses when the white lines were repainted, and this had been raised with Cllr G McAndrew (HCC).

### (iv) Media

The Chairman reported that the Parish Council had a Twitter account which has been used for notices. There are 125 followers currently although only 25 are recognised as being local. The intention is to publicise this more in the future.

(v) Neighbourhood Plan

Cllr I Hunt reported that work is continuing on writing parts of the Neighbourhood Plan document and supporting statements. An architect is to be engaged to undertake some work on drafting a masterplan for the Barn School site to identify what options can be considered.

Reference was also made to the financial position in respect of the plan, including the request for an additional sum in the next financial year to ensure that the process is completed.

(vi) Security

No matters to report but Cllr B Morris highlighted that 11,200 crimes had been reported to the Hertfordshire Constabulary that were not included in the statistics.

(vii) Other

None.

17/190. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) arrived after item 17/193 and gave the following update:

- although the inspection of the draft District Plan is not yet complete, the feedback being received is that the Plan is sound; and
- planning officers have recommended to EHC's Development Management Committee that the Dolan's Field planning application be refused.

There was no report from Cllr G McAndrew (HCC) as he was not present but he had given his apologies.

17/191. RESIDENTS' COMMENTS

(i) Snells Corner

Concern was raised that work undertaken at Snells Corner had widened the junction which makes the telegraph pole closer to the road and at a higher risk of being collided with. Residents would like the pole moved and are seeking a meeting with the local MP. Cllr W O'Neill responded that the cost to relocate the pole would be considerable and he agreed to investigate further.

(ii) Road markings

Following a question, it was confirmed that the road markings at the intersection of Danebridge Lane and Watery Lane were on the list to be completed by Highways by March 2018.

#### 17/192. ST ANDREW'S CHURCH BELLS

Following discussion, it was RESOLVED to award a grant of £1,000 to the St Andrew's Church bells project.

#### 17/193. APPOINTMENT OF TRUSTEES TO THE PAROCHIAL CHARITIES – THE ALMHOUSES

RESOLVED to appoint the following candidates as Trustees to the Parochial Charities:

- Charlie Limmer, and
- Ann Moore.

#### 17/194. GENERAL DATA PROTECTION REGULATION

The Clerk reported that General Data Protection Regulation provides new rules, rights and obligations relating to hard copy and electronic management, and use of personal data. Whilst not fully clear at this stage how it will work, there are elements that need to be complied with by the 25<sup>th</sup> May 2018.

One new requirement is to have a Data Protection Officer. This person needs to be independent and an expert in data protection therefore it cannot be the Clerk or a Cllr. The likely cost of employing such a person is currently estimated at £2,200 for the first year. It is possible that there will be other additional costs.

Cllr I Hunt is attending the training being provided by HAPTC. Information on what needs to be done now can be found on the Information Commissioner's website, particularly the "12 steps to take now".

#### 17/195. DOG BINS AT GREEN TYE AND PERRY GREEN

The Chairman highlighted that there are currently no dog bins in place within the hamlets. Following discussion of the costs involved, it was RESOLVED that two dog bins be purchased for Green Tye and Perry Green, and be added to the EHC dog bin emptying service.

In addition, the Chairman stated that the litter pickers have added the emptying of the rubbish bins in the hamlets, on a weekly basis, without any additional charge.

#### 17/196. PARISH COUNCIL 3 YEAR PLAN

The Chairman provided the following update in respect of the 3 year plan:

- traffic – difficult to find solutions that are both affordable and work. Over 2 years ago, the volunteer Drive Safe Scheme was investigated and this will be revisited;
- parking – various options are being looked into;
- street lighting – one light has been converted to LED and work is underway to improve a further 3. In addition, an assessment has been undertaken on all 52 lights and an improvement programme is being developed;
- community events – nothing further undertaken;

- burial ground – actions have been completed as fees have been reviewed and a plan for the extension has been prepared. In addition, a maintenance programme has been developed; and
- asset register – this is being compiled by the Clerk.

Cllr B Morris requested that the following items be included on the plan:

- completion of the Kettle Green Lane repairs with the section 106 monies; and
- investigate the parking at the front of the village hall.

## 17/197. FINANCIAL

### (i) Payment of Accounts

Following a question, the Clerk clarified the work undertaken by Mr Copper this month in relation to the War Memorial, highlighting that this is different to the payment made to Mr Walker last month to trim and cut back various footpaths. Subsequent to the last meeting, the Clerk had circulated a breakdown of 'open space' expenditure to all Cllrs and this will be resent to Cllr B Morris.

RESOLVED that the accounts, as shown below, be duly authorised for payment. The Clerk added that it is unlikely that any further request will be made for the phone box refurbishment, and that Martin Adams had passed on his thanks to the Parish Council for the support received on this project. In turn, Martin, and the rest of the group, were thanked for their efforts.

### **PAYMENT OF ACCOUNTS - DECEMBER 2017**

Chq	Payable to	For	Amount
823	Lynne Mills	Printing leaflets for NP Consultation (NP)	70.00
824	Mr C Copper	Grounds maintenance at War Memorial	520.00
825	Martin Adams	Contribution to display materials for phone box	69.58
<b>Total payments</b>			<b><u>659.58</u></b>

Cheques will be signed and despatched at the conclusion of the meeting.

### (ii) Financial Statement

The financial statement for 2017/18 was received with no matters to highlight.

(iii) Initial 2018/19 Budget and Forward Financial Plan

The Clerk explained that, following the last meeting, further work had been undertaken to clarify the budget requirements for 2018/19. As a result, the initial budget reflects a proposed precept increase of £2,230 (6.1%) which covers the additional cost referred to previously in relation to Data Protection. The updated financial requirements have also been reflected in the forward financial plan.

If any further revisions to the budget need to be considered, these need to be notified to the Clerk prior to Christmas. The budget needs to be approved, and the precept determined, at the January meeting.

Cllr I Devonshire (EHC) commented that it is possible that future allocations of the New Homes Bonus will have to be applied for as opposed to being automatically paid out to parish councils.

17/198. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 7<sup>th</sup> November 2017 be received and the decisions taken be ratified.

17/199. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 7<sup>th</sup> November 2017 be received and the decisions taken be ratified.

17/200. NEIGHBOURHOOD PLAN STEERING GROUP

RESOLVED that the minutes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> October 2017 be received and the decisions taken be ratified.

17/201. URGENT BUSINESS

None.

17/202. CLERK'S INFORMATION

The Clerk reported she would be contactable by email only for the next 4 weeks.

17/203. DATE OF NEXT MEETING

Tuesday, 9<sup>th</sup> January 2018, at 7.30 pm in the Much Hadham Village Hall, Green Room.

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There being no further business the meeting closed at 8:24 pm.