

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 3rd July 2018, 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 2 members of the public.

18/105. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs W Compton, I Hunt, B Morris and C Thompson.

18/106. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

18/107. NOTIFICATIONS OF URGENT BUSINESS

None.

18/108. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

(i) Scouts

The Chair had attended the Scouts end of year BBQ and AGM and was impressed by the hard working and dedicated leaders, and the top awards achieved by some of the Scouts. In addition, she'd been asked to launch this year's fundraiser which is to make 500 ceramic poppies, in a similar vein to the 2014 poppy appeal. These will be made with the support of The Forge, put on display for 100th commemoration of the end of WW1 and then sold to residents. The Scouts have applied to East Herts Council (EHC) for a grant and the Parish Council has supported their application.

(ii) Lime trees opposite North Leys

As reported in the Parish Magazine, the Chair highlighted that, thanks to some local residents contacting Herts County Council, the lime trees opposite North Leys had been given a new lease of life. It is hoped that a proper maintenance regime will be put in place to ensure the trees will be in place for a few more decades. The Clerk was asked to make a reminder note for 5 years time.

18/109. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 5th June 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

18/110. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Report on outstanding matters and resolutions noted. The Chair reminded those present that business suggestions for the Clerk to contact for the bus shelter repair were still required and some names were subsequently provided.

18/111. MEMBERS' REPORTS

(i) Community

Village Hall

Cllr W O'Neill stated that he would be raising the following ideas at the next meeting of the Village Hall Management Committee:

- provision of Wifi; and
- screen projector system.

Sports Association/Pavilion

Cllr Mrs M O'Neill reported that the Sports Association meeting was tonight. It is still possible that there may be a new Sunday football team.

In terms of the Pavilion, it was reported that it will be used for Busy Week, together with the Recreation Ground, and this runs during the week commencing the 30th July. As in the previous years, the Fete will be using the Pavilion as storage in the week before the actual day.

(ii) Environment (inc Public Rights of Way (PRoW))

Public Rights of Way

In the absence of Cllr B Morris, the Chair read his report (Appendix A).

(iii) Highways

Cllr W O'Neill reported on the following matters:

- Church Lane lights – still waiting for UK Power Networks to restore the power;
- High Street lights – a number have stopped working and this has been reported;
- Traffic Working Party – assessment of problems continuing;
- reckless drivers – resident has reported that reckless driving on Stanstead Hill and Kettle Green Lane is putting other road users in danger;
- trees opposite The Red Lion – trimmed by Ringway to improve the health of the upper canopy, and also open up the view of the Bishop's Palace and St Andrew's Church;
- white lines – still waiting for these by the Sidehill house junction; and
- ford road sign – has been removed for repairs.

(iv) Media

The Chair reported that little improvements to the website continue, highlighting that the Cllrs page had been updated to include telephone numbers and declaration of interest forms.

(v) Neighbourhood Plan

On behalf of Cllr I Hunt, the Chair reported that there had been a presentation on the housing sites selected for inclusion in the Neighbourhood Plan (NP) on the 14th June. These have emerged from an extensive process of technical assessments and public consultation and are:

- Hopleys;
- The Bull Inn;
- the Priest's House; and
- the left side of the drive at Moor Place Gate.

Although no definitive plans at this stage, it is expected that these sites will contribute 38 houses, and be a mix of modest terraced housing, bungalows and community-owned housing.

A first draft of the NP document is in progress. A pre-submission version of the Plan is expected at the October Parish Council meeting for review prior to the public consultation on the whole document. As EHC and a Planning Inspector will also examine the Plan, it is hoped that a referendum on the final version will take place next summer.

(vi) Security

Cllr Mrs J Liversage stated there was nothing to report.

(vii) Other

In Cllr I Hunt's absence, the following matters were reported:

Pension scheme

As an employer, the Parish Council has been obliged to establish an auto enrolment pension scheme. This was created in June with the government's NEST master trust, at no cost to the Parish Council and a declaration of compliance was submitted to the Pension Regulator.

While there are no employees enrolled under the scheme, there are no ongoing costs. To ensure a separation of duties, the Staffing Committee is responsible for the maintenance of the pension scheme rather than the Clerk.

Community Engagement

Last month, Cllr I Hunt attended an HAPTC Community Engagement course which covered the many ways of consulting with the community. As a direct consequence, focus groups were subsequently used at the NP site presentation. A communications toolkit for local councils is available to help get messages across better which the Parish Council could consider making use of. For example, to improve residents' understanding of what the Parish Council does and is responsible for, how volunteers can be encouraged to support our work and how to be more effective with online communication.

18/112. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) and Cllr G McAndrew (HCC) were not present therefore there were no reports.

18/113. RESIDENTS' COMMENTS

(i) Parking opposite North Leys

A resident suggested that, now that the lime trees have been cut back opposite North Leys, that consideration could be given to moving the footpath beside the ditch and creating angle parking bays instead of the current parallel parking option. Cllr W O'Neill confirmed that this concept is being considered by the Traffic Working Party.

(ii) Fitness instructor

Cllr W O'Neill reported that there would be a couple of free taster sessions for the over 40's in September, on 2 Sundays. This will be raised at the next Patient Participation Group meeting in September as exercise can be prescribed by GP's.

18/114. STREET LIGHTING PROJECT

Following on from the work undertaken by Cllr W O'Neill, the Clerk reported that it is possible to have the fuses removed from street lights deemed as being no longer required. For the street lights in question, this would ensure that no energy is consumed and save the Parish Council approximately £380 a year, based on the 2017/18 cost information. The street lights would remain on the maintenance schedule as the need to ensure structural integrity remains. If this is done, notices would need to be placed on the street lights to state disconnected and do not report as a fault.

The alternative is to disconnect and remove the street lights and this would be at a cost of £575 + VAT per street light, with the majority of the cost relating to UK Power Networks work as the cabling to remove is underground.

Following discussion, RESOVED to approve the quote from Ringway for £386.35 + VAT to disconnect nine concrete street lights no longer required. In addition, need to identify whether Ringway would put up the notices or whether the Parish Council would be required to do that.

18/115. GOVERNANCE DOCUMENTATION

RESOLVED to approve the following:

- Standing Orders – subject to not changing the wording in relation to “restrictions on councillor activities”; and
- Financial Regulations.

18/116. FUNDING REQUEST

Following discussion, it was RESOLVED to refuse the funding request from The Hadhams History Society for £200 towards a projector.

It was considered that this request should be made to the Recreation Trust. In addition, it was felt that it would be more appropriate to support the Village Hall Management Committee to purchase this type of equipment as it would then be available for hire by any group in the village.

18/117. FINANCIAL

(i) Payment of Accounts

RESOLVED that the accounts, as shown overleaf, be duly authorised for payment.

RESOLVED that the payment to East Herts Council, once invoice received, of £43.60 + VAT for the annual playground safety (ROSPA) inspection be authorised for payment.

RESOLVED that setting up the direct debit with NEST to be compliant with the requirements of the Pension Regulator be authorised. (See 18/111(iv))

PAYMENT OF ACCOUNTS - JULY 2018

Chq	Payable to	For	Amount
865	HAPTC	Training - Community Engagement 13/6/18	40.00
866	T Walker	Cut front hedge & strim grass verges at Recreation Ground	210.00
867	Much Hadham Sports Association	Alarm system support charge	187.20
868	Ian Hunt	Reimbursement printing costs re site presentation (NP)	36.00
869	Much Hadham Schools	Hall hire for site presentation (NP)	29.50
Total payments			<u>502.70</u>

Cheques will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement for 2018/19 was received. In response to a question, the Clerk confirmed that the Barclays Bank Account is in the process of being closed. It was also highlighted that in addition to the existing earmarked items, the cost associated with the 3 replacement street lights from 2017/18 (£8,832.30 + VAT) will be included here in future, until these are complete and paid for.

The summary financial position is detailed overleaf and comparison to the annual budget is attached at Appendix B.

SUMMARY FINANCIAL POSITION AS AT 3 JULY 2018

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2018	32,848.47	14,249.65	47,098.12
Income	38,345.42	890.00	39,235.42
Expenditure	- 12,538.93	- 574.44	- 13,113.37
Closing balance	<u>58,654.96</u>	<u>14,565.21</u>	<u>73,220.17</u>

Note: the following items are included in the Total Fund Balances:

(1) Earmarked for Neighbourhood Plan (balance)	361.26
(2) Section 106 receipts	6,370.00
(3) Earmarked for Neighbourhood Plan (2018/19 grant balance)	8,175.50
	<u>14,906.76</u>

18/118. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 5th June 2018 be received and the decisions taken be ratified.

18/119. URGENT BUSINESS

None.

18/120. CLERK'S INFORMATION

None.

18/121. DATE OF NEXT MEETING

Tuesday 7th August 2018, at 7:30 pm in the Green Tye Mission Hall.

There being no further business the meeting closed at 8.10 pm.

***Much Hadham Parish Council
Public Rights of Way (PRoW)
Report 3 July 2018***

First, it is very important that it is understood the growing season has been short and growth exponential with sunny and hot weather following a very prolonged and wet Spring. I can however confirm that the Mowing schedule for the Paths on that schedule are now all mown and completed. There are some paths which are not on the mowing schedule for a number of historical reasons.

Second, I can confirm the P3 Grant which has enabled works to be carried out has achieved the objective. The path from the High St to St Andrews' has been redressed. It seems a little dusty in this dry weather but I am hopeful it will bed down satisfactorily. The netting has been attached the "slippery" wooden bridge near the pumping station. Let us hope this proves safe for use when the wet weather returns.

FP 14 AND BR 134: These have been put on the list for immediate mowing and vegetation clearance. Unauthorised vehicles have been using the Bridleway. This is because it appears on some Sat Nave devices. Efforts are being to have the routes deleted from mainstream navigation Apps.

BR 53: The vegetation is due to be cut. Horses have churned up the surface but it is not too bad presently. But, it is a Bridleway and walkers need to be mindful of this.

FP 11 & 13: Due to Kettle Green Lane being shut by BT Open Reach without notification to the public remedial works could not be achieved. The works necessary have been rescheduled.

BW 38: The wooden bridge has become contorted, twisted and "wobbly". The dangers reported by horse riders has resulted in a 21 day closure effective 29 June 2018. This gives enough time for Contractors to investigate the problems and supply quotations for repairs to be made. This is unlikely to be a quick job and therefore the bridge may require a 6 month traffic closure using a Regulation Order.

Three Bridges Footpath: There are more complaints about this Footpath than any other presently. The Council is duty bound to mow footpaths on private land but not legally obliged to clear overhanging vegetation or clear crops from any PRoW. Following a complaint from a member of the public last week HCM is aware that the path has become narrow and requires mowing. This will be done. This path is fenced off from the agricultural field and the tenant is unable, even if willing, to do the work. The aged owner does not live in the village.

FP 4: The contractor has been requested to mow this asap

FP 19: There was a small tree blocking the path and it has been cleared. FP 19 & 18 it is understood were both mown early June 2018

In summary a great deal of work has already been done with a little more still to do. Crops that have been planted on PRow ought to have been cleared but have not in at least two instances making foot travel effectively impossible. This is the responsibility of the land owner or his tenant and not the Council.

I have also been asked to raise attention to illegal walking on private agricultural land. One landowner in the Parish has erected a number of Notices politely requesting walkers do not walk on his land and destroy crops. These requests are habitually ignored and indeed in some instances the Notices are being removed. The landowner has gone further and erected barbed wire fencing to keep people out; but persons are still climbing over the wire. We are most fortunate in this Parish and village that there are so many PRow for everyone to enjoy. They are maintained to a very high standard nearly all at Council Taxpayers expense.

BHAM 2 July 18

MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2019

BUDGET TO ACTUAL COMPARISON AS AT 3 JULY 2018

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2019	2019	
	BUDGET	ACTUAL	
	£	£	
INCOME			
Precept	39,000.00	19,500.00	
Litter Agency	3,950.00	-	
New Homes Bonus	3,223.00	-	
Pavilion income	500.00	638.00	
Grant		8,391.00	Grant for Neighbourhood Plan (£8,235)
Other	5.00	63.05	£60 rent from Henry Moore Foundation
VAT reclaimed	5,000.00	9,753.37	VAT reclaim for 2 years
TOTAL INCOME	51,678.00	38,345.42	
EXPENDITURE			
Staff costs	6,600.00	-	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,500.00	834.40	
Insurance	3,600.00	1,398.92	
Audit fees	720.00	420.00	
General Data Protection Regulation compliance	2,200.00	300.00	
Election expenses	-	-	
Maintenance of open spaces	5,700.00	1,575.00	
Litter Agency	4,008.00	1,002.00	
War memorial (lighting and maintenance)	1,000.00	48.69	
Street lighting (energy and maintenance)	1,770.00	2,108.07	This is the prior year charge
Street lighting (replacement programme)	-	-	
Pavilion	1,770.00	950.04	Includes £420 for burst tap repair
Grants and donations	1,000.00	-	
Neighbourhood Plan	2,000.00	358.50	
Capital (to be allocated)	6,800.00		
Capital - laptop	600.00		
Maintenance - Red Lion bus shelter repair	1,000.00	-	
VAT	5,000.00	849.58	
TOTAL EXPENDITURE	51,655.46	12,538.93	