

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 4th September 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 6 members of the public.

18/138. APOLOGIES FOR ABSENCE

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

18/139. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

18/140. NOTIFICATIONS OF URGENT BUSINESS

None.

18/141. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

(i) Fete

The Chair reported that the Fete had been another great success and took the opportunity to pass on thanks to the Recreation Trust and the Fete Committee for all their hard work. In addition, it was recognised that Tony Bond, Fete Committee Chair is a driving force behind this event, putting in considerable time and effort, and this is appreciated enormously.

(ii) Use of the greens in the hamlets

Green Tye (GT) and Perry Green (PG) are making plans to commemorate the end of the First World War on the weekend of the 11th November, in various ways:

- participating in the national WWI Beacons of Light event;
- building and erecting a first world war soldier silhouette on each green;
- placing plaques identifying every GT/PG participant in the conflict on the greens; and
- floodlighting the silhouette and plaques at various times over the commemoration weekend.

The Chair stated that the Parish Council had been asked to give permission for the greens to be used for these purposes and this was agreed.

(iii) Upcoming election

The Chair stated that parish councillors are elected every 4 years, reminding those present that the next election is in May 2019. If anyone is interested in standing for the Parish Council, or would like further information on what it involves, the Clerk will be happy to help.

(iv) Residents' comments

Residents were reminded that if something occurs to them that they'd like to say during the meeting, if they raise their hand, it will be noted for the specific agenda item.

18/142. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 7th August 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

18/143. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Report on outstanding matters and resolutions noted. It was clarified that:

- quotes to repair the bus shelters are in hand; and
- the Chair to follow up the matter regarding the kerb stones and posts in Church lane.

18/144. MEMBERS' REPORTS

(i) Community

Village Hall

Cllr W O'Neill reported that the next meeting of the Village Hall Management Committee was the 20th September.

Sports Association/Pavilion

Cllr M O'Neill stated there was not much to report. The Sunday football team is getting set up, liaising with the Saturday team, and there are the free introductory fitness sessions for the over 40s on Sundays 16th and 23rd September at the Recreation Ground. In addition, the regular monthly Sunday Lunch Club is going well.

The priority remains to fix the position regarding the doors and keys. At some point in the future, the number of keys required needs to be reduced. Cllr K Twort is looking into this.

Cllr K Twort reported that the next Sports Association meeting is the 10th September.

The Clerk introduced the play equipment report, highlighting that it was a summary of the inspection report which focuses more on compliance with British Standards. Overall, the risk assessments remain low, with the majority of individual areas being assessed being consistent with the prior year or reducing. For awareness and to avoid duplication, the report has been shared with Broadmead Leisure who undertake 6 monthly maintenance reviews. RESOLVED to receive the play equipment report. Following a question, the Clerk agreed to identify how the risk assessments for the individual equipment items links to the 'Risk Assessment Matrix' at the start of the actual report.

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

Public Rights of Way

In the absence of Cllr B Morris, the Clerk read his report (Appendix A). The following issues were raised:

- the older bridge on the footpath near the pumping station is slippery when wet and has a couple of rotten sections where the wood has broken. This will be raised with Hertfordshire Countryside Management; and
- despite a dog bin being not far away, numerous bags of dog poo are being left by the field kissing gate that is diagonally opposite Sidehill House.

For the last item, it was agreed that an article should be included in the Parish Magazine again reminding people to use the dog bins. In addition, the article to ask people to report the incorrect disposal of dog poo bags.

(iii) Highways

Cllr W O'Neill presented a detailed report which is included in Appendix B.

(iv) Media

The Chair reported that the Parish Council website is constantly being updated. There is now a new LINKS tab which provides links to various other societies, institutions etc. If anyone identifies any further links to add, please let the Chair or Clerk know.

(v) Neighbourhood Plan

Cllr I Hunt reported that the first draft of the Pre-submission version of the Neighbourhood Plan document is now being reviewed by the planning consultant. The primary aims of this review are to:

- to ensure compliance with all the relevant planning policies at national and district level;
- to establish whether document meets the residents' vision and objectives for the plan in the policies that have been drafted; and
- to assess the feasibility of the proposed policies – i.e. can they be implemented in practice.

Changes are expected as the document is refined and an opportunity for Cllrs to be briefed, ask detailed questions, contribute to ideas for improvement and generally get up to speed on the plan will be arranged. The ultimate intention is that the pre-submission plan will be endorsed by the Parish Council for consultation with all residents and stakeholders in the Autumn.

(vi) Security

Cllr Mrs J Liversage reported that she is now receiving OWL updates which cover a wider area than Much Hadham. The statistics show that crime reduced significantly from May to June. There have been a number of incidents in August relating to theft from vehicles and a rogue trader alert. Similar information had also been provided by the PCSO assigned to Much Hadham.

(vii) Other

None.

18/145. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) reported that there will be an Extraordinary meeting on the 11th September to approve the District Plan. As far as he knew, the attempt to have the Plan called in by the Secretary of State had not succeeded.

In addition, an update on the Fete was provided:

- it was extremely well attended;
- profit is over £20,000;
- the Recreation Trust will be awarding grants in November;
- applications for grants need to be in by the end of October and there is an online application form to complete; and
- as always, struggling to get volunteers.

18/146. RESIDENTS' COMMENTS

(i) Bus shelter at the top of Church Lane

In response to a question, it was confirmed that there are plans to refurbish the bus shelter at the north end of the village, as quotes are currently being obtained.

(ii) Encroachment of hedge on to pavement

On behalf of a resident, Cllr Mrs J Liversage reported that there is an overgrown hedge affecting part of the footpath near the Squeeze. It was agreed that the Clerk will write a letter to the landowner requesting that the hedge be cut back.

In addition, it was highlighted that there are other places within the village that are in a similar position. These will be identified, together with landowners, in order for letters to be sent.

(iii) Meeting with Cllr G McAndrew (HCC)

The Chair confirmed, in response to a question, that a meeting to discuss the roads through the hamlets with Cllr G McAndrew (HCC) will be organised in due course, once constructive priced proposals are available.

18/147. TREE WORK AT GREEN TYE

Those present were reminded that an additional quote had been needed due to the diverse nature of the earlier three quotes that had been obtained by Cllr W Compton and considered at the June 2018 meeting. Following discussion, RESOLVED to approve the quote from Tim Fuller – Arborist for £1,575 + VAT. It was also noted that this work needs to be completed by the end of October, in time for displays planned on the green for Remembrance in November.

In addition, RESOLVED to approve the quote from Tim Fuller – Arborist for £530 + VAT for work in relation to the hornbeams (4), field maples (3) and dead willow on the green at Green Tye.

18/148. PARISH COUNCIL 3 YEAR PLAN

The Chair provided the following update:

- traffic – the Traffic Working Party is working on issues affecting the High Street but not the local lanes as yet;
- parking – currently no solutions but the new parking spaces in front of the Village Hall are working well;
- lighting – this is in progress and it needs to be remembered that this is a long term, and costly, project;

- Burial Ground – all actions have been completed; and
- asset register – assets have been identified and the completion of the asset register is in progress.

In response to a question from Cllr I Hunt, it was confirmed that the intention was to complete the plan prior to the election. However, it would not be possible for all elements, for example, the lighting but this could be carried forward into a new plan.

18/149. FINANCIAL

(i) Payment of Accounts

RESOLVED that the accounts, as shown below, be duly authorised for payment. The Clerk will seek clarification on the exact location referred to as the “Causeway”.

RESOLVED to authorise the Burial Grounds’ water supply payments, by direct debit, of £47.82 to Affinity for Business on 1 October 2018.

PAYMENT OF ACCOUNTS - SEPTEMBER 2018

Chq	Payable to	For	Amount
877	Mr C Copper	To cut hedge at the Causeway and take away clippings	145.00
878	PKF Littlejohn LLP	External audit 2017/18	360.00
879	IOW Computer Geek	Web hosting & domain registration	64.99
880	GeoXphere Ltd	Parish Online (mapping software) (NP)	106.80
881	GT Mission Hall	Hall hire 7th August	30.00
882	MH Sports Association	Water for Pavilion	66.17
Total payments			772.96

Cheques will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement for 2018/19 was received. Allocation of the remaining Section 106 receipts for sport and leisure purposes was discussed. Following a discussion, it was agreed that the Clerk will ask all Cllrs for ideas for the next meeting. In response to a question, the Clerk confirmed that the Section 106 receipts could not be used for making grants. The Parish Council’s power for making grants is Section 137 and the associated budget is £1,000.

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

SUMMARY FINANCIAL POSITION AS AT 4 SEPTEMBER 2018

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2018	32,848.47	14,249.65	47,098.12
Income	48,150.19	1,280.00	49,430.19
Expenditure	- 17,140.26	- 1,024.44	- 18,164.70
Closing balance	<u>63,858.40</u>	<u>14,505.21</u>	<u>78,363.61</u>

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

(1) Earmarked for Neighbourhood Plan (balance)	168.08
(2) Section 106 receipts	6,370.00
(3) Earmarked for Neighbourhood Plan (2018/19 grant balance)	8,175.50
	<u>14,713.58</u>

(iii) Annual Governance & Accountability Return (AGAR) 2017/18

The Clerk reported that the external audit had been completed in August and a clean opinion issued with no matters arising report. Following this meeting, the notice of the conclusion of audit will be added to the website and displayed on the noticeboards. RESOLVED to receive and approve the audited annual return.

18/150. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 7th August 2018 be received and the decisions taken be ratified.

18/151. URGENT BUSINESS

None.

18/152. CLERK'S INFORMATION

The Clerk highlighted the following matters:

- a local engineering company, Meggitt, are running a STEM Returners programme to welcome back candidates to engineering following a career break. Deadline to apply is the 14th September and further details are available on the STEM Returners website [<https://www.stemreturners.com/company/meggitt/>];

- Stansted Airport Community Trust has opened up funding to Parish Councils and Community Organisations for 2018 commemorative events. Up to £250 for a project or £100 for an event is available, with applications by email by the 31st October; and
- an East Herts Town & Parish Council network event is proposed for the 30th November and Cllr B Morris has registered to attend.

18/153. DATE OF NEXT MEETING

Tuesday 2nd October 2018, at 7:30 pm in the Green Tye Mission Hall. The Chair reminded those present that there would be a chance to chat with Cllrs and have refreshments prior to the meeting, from 7 pm.

In addition, all were reminded that the December meeting will be on the first Monday – the 3rd December.

There being no further business the meeting closed at 8.45 pm.

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- FP 23 - This matter has been ongoing for 8 weeks. It does not appear on the mowing schedule and therefore requires a specific request to be mown. I have now chased this to be done three times. The leaning kissing gate finally broke and is now lying on its side at the entrance to the FP by Two Bridges. I have requested the kissing gate be replaced as a matter of course by HCM. I await confirmation of when the works will be attended to.
- BW 28 - There is a fallen tree halfway between Bourne Lane and junction MH FP 29. It is possible to squeeze under it if you are walking but the path is completely blocked for horse riders. The request for action has been made.
- FP 30 - From Bourne Lane the fallen tree is by the gate just before the sheep fields. Now cleared.
- FP 17 - There is a fallen tree blocking the path near the junction with MH FP 16. This part of the path has a wire fence between the path and the field but it is possible to climb over the fence and walk along the edge of the field. The path is also very overgrown between MH FP 16 and the fallen tree and also up to the point where the path turns sharp left. Request for action has been made.
- FP 18 - The part of the footpath between MH FP 55 and the wooded section along the field edge is difficult to walk. It is very overgrown and there are small trees growing on the line of the footpath. The request for action has been made.
- FP 16/55 - The waymark post has gone missing at this junction. The request for action has been made.
- FP 6 - From New Barns Lane the footpath crosses a garden and then goes left to a kissing gate. This gate is very overgrown. The path then goes diagonally across a field to another gate. This path is about 1 foot wide with vegetation waist high on either side. The path then goes across a ditch which is also overgrown and then goes left along a field edge. The actual footpath is very overgrown. The request for action has been made.

BHAM 4 Sept 2018

Highways Report

The tree which was blocking Stansted Hill was quickly dealt with after being reported on the Highways Fault reporting website.

The insurance claim for the Almshouse streetlight is still being processed.

The issue affecting the power supply to the lights in Church Lane has been resolved and I have been told that UK Power Network has mended the fuse to light FL1R in Church Lane and I am waiting for James Robertson, who took over the job previously done by Steven Pettigrew at Ringway, to come back from holiday on September 14th when hopefully we will get a date for the connection of light FL1R.

We will have to consider trimming the foliage in Church Lane so as to get the full benefit of the light.

A member of the Traffic working party met with Cllr G McAndrew, Herts County Council (HCC) and a highways expert from Ringway to discuss which calming measures should be provided and how they should be financed. This will need to be split between HCC and the Parish Council.

This will be discussed at the next meeting of the Traffic Working Party. Earlier today I was contacted by a group of residents who expressed great concern about the behaviour of motorists racing down the road outside the Recreation Ground and parking most inconsiderately during School drop off and pick up times. I have invited them to join the Traffic working party so that we can get things done together.

The broken rail on the Gateposts at the Southern End of the village has been tied up.

The bus shelter near Broadfield Way has been swept and we are trying to establish a 'Friends of the Bus Shelter' group who will keep the shrubs trimmed and sweep the shelter periodically.

The Malting Lane/Oudle Lane sign at the Ford has been repaired and put back in place.

The holly tree near the bus shelter at the north end of the village needs pruning to prevent further damage to the roof shingles.

Everyone, with a couple of notable exceptions, should receive a copy of a magazine from HCC which contains a number of useful contact points such as the Highway fault reporting service website and information about how our highways are maintained and improved.

Since the last Parish Council Election in May 2016, Much Hadham High Street, Ash Meadow, Windmill Way, Church Lane, Malting Lane, Oudle Lane, Kettle Green Road, the road outside Warren Farm, the roads through Green Tye and Perry Green and Snells Corner have all been either resurfaced or patch repaired. The amount of resources which have been devoted to this Parish is much higher than many other areas and is largely due to the efforts of the Chair and Vice Chair of the Parish Council who work with Ringway and HCC in a cooperative and constructive way.

We must congratulate and thank the Fete Committee, especially Tony Bond, James Williams, Ian Devonshire and Lindsay Steel for ensuring that the huge amount of traffic generated by the Fete on bank holiday Monday caused minimal disruption to the road network.

Other highways projects are ongoing and as usual the Highways Fault Reporting Service is available for everyone to use.

MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2019

BUDGET TO ACTUAL COMPARISON AS AT 4 SEPTEMBER 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	9,804.00	Latest Bonus information was not available when budget set
Pavilion income	500.00	638.00	
Grant		8,391.00	Grant for Neighbourhood Plan (£8,235)
Other	5.00	63.82	£60 rent from Henry Moore Foundation
VAT reclaimed	5,000.00	9,753.37	VAT reclaim for 2 years
TOTAL INCOME	51,678.00	48,150.19	
EXPENDITURE			
Staff costs	6,600.00	2,776.60	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,500.00	1,030.39	
Insurance	3,600.00	1,398.92	
Audit fees	720.00	720.00	
General Data Protection Regulation compliance	2,200.00	300.00	
Election expenses	-	-	
Maintenance of open spaces	5,700.00	1,763.60	
Litter Agency	4,008.00	1,670.00	
War memorial (lighting and maintenance)	1,000.00	76.07	
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	1,016.21	Includes £420 for burst tap repair
Grants and donations	1,000.00	-	
Neighbourhood Plan	2,000.00	551.68	
Capital (to be allocated)	6,800.00		
Capital - laptop	600.00		
Maintenance - Red Lion bus shelter repair	1,000.00	-	
VAT	5,000.00	1,034.99	
TOTAL EXPENDITURE	51,655.46	17,140.26	