

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Monday, 3<sup>rd</sup> December 2018, in the Much Hadham Village Hall, Green Room, at 7:30 pm.

\*Cllr I Hunt (Vice Chairman)

\*Cllr Mrs J Liversage

\*Cllr Mrs M O'Neill

Cllr W O'Neill

\*Cllr Mrs P Taylor (Chairman)

\*Cllr C Thompson

\*Cllr K Twort

\* denotes present.

In attendance: F Forth, Parish Clerk and 12 members of the public.

### 18/187. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr W O'Neill.

### 18/188. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 18/189. NOTIFICATIONS OF URGENT BUSINESS

None.

### 18/190. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- Cllrs W Compton and B Morris resigned on the 13<sup>th</sup> November (see item 18/193 below);
- a reminder that the next scheduled election is in May 2019, encouraging residents present to consider standing and to contact the Clerk with any questions; and
- 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.

### 18/191. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 6<sup>th</sup> November 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

RESOLVED that the minutes of the extraordinary meeting held on 20<sup>th</sup> November 2018 be accepted as a correct record of the proceedings and be signed by the Chair. The Chair highlighted that these related to addressing the bank mandate issues reported at the last meeting.

#### 18/192. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Report on outstanding matters and resolutions was not available this month and is being revamped for the next meeting. The Clerk provided the following updates:

- following a question regarding insurance for the Speed Indicator Device (SID) at the last meeting, it was confirmed that this would not be required for the first 5 years as repair costs resulting from malfunction or damage would be covered by Herts County Council; and
- nearly in a position to submit the formal application to register the car park to the Tower Hill allotments as an Asset of Community Value.

#### 18/193. PARISH COUNCILLOR VACANCIES

The resignations of Cllrs W Compton and B Morris were noted. It was also explained that these vacancies were currently being advertised but given the next scheduled election is less than 6 months away, an election to fill these vacancies could not be requested by local electors.

Following discussion regarding its purpose, it was RESOLVED to approve the Co-option Policy.

In addition, it was agreed that the Parish Council would consider co-opting to the current vacancies at the next meeting in January 2019.

#### 18/194. MEMBERS' REPORTS

##### (i) Community

##### Sports Association

Cllr K Twort reported that he had attended the recent Sports Association meeting where the grant it had received from the Recreation Trust was discussed. The grant this year was less than requested and the allocation to the clubs involved had been discussed, highlighting that the Sports Association are paying for services that it does not use, for example, in relation to the sports field. It was also evident that it is struggling to make ends meet and has no financial capacity to deal with matters such as the boundary trees and supporting the Bowls Club repair work. He also stated that it was felt that the Parish Council should be providing more financial support to the Sports Association, and equally to the Village Hall.

Cllr I Hunt stated that he'd revisited previous interpretations of the conveyances in respect of the Recreation Ground and considered that it could be argued that only areas occupied by sports were the responsibility of the Sports Association with the remainder falling to the Parish Council.

Following discussion, it was agreed that a formal legal interpretation of the conveyance was required together with the establishment of a working party to review the legal and operational arrangements, including the funding, to agree a way forward. It was also agreed that a similar approach was needed in relation to the Village Hall.

### Playground

The Clerk highlighted that Broadmead Leisure had provided an updated playground inspection report which provided additional information on risks and costings. Whilst the risk assessments were low-medium, the Clerk reminded those present that completion of this maintenance work reduced the likelihood of matters being reported in the annual ROSPA inspection. RESOLVED to approve the quote from Broadmead Leisure Ltd for £835 + VAT for repair work on the playground equipment.

### Village Hall

On behalf of Cllr W O'Neill, the Clerk read his report. The following points were made:

- £300 grant had been spent and a large section of the Main Hall has been redecorated;
- the recent Village Hall Management Committee meeting had discussed the responsibilities and liabilities of Committee members, together with the relationship between the Parish Council and the Committee, and agreed that this would be clarified;
- a new caretaker and cleaner will be needed in the near future; and
- the Management Committee Chair had steam cleaned the Green Room kitchen floor making it look as good as new.

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

#### Public Rights of Way

The Chair highlighted that as there was no Cllr currently responsible for footpaths, there was no report this month. In addition, it was highlighted that issues with Footpath 26 had been raised and reported.

(iii) Highways

The Chair outlined the content of the Traffic Working Party (TWP) report (Appendix A), highlighting that it would be wound up for the time being. The members of the TWP were thanked for their hard work. Cllr C Thompson indicated that parking for the dentist was becoming problematic again and he would be approaching the new owners on this matter.

On behalf of Cllr W O'Neill, the Clerk read his report that covered the following:

- the insurance claim is still being processed for the Almshouse streetlight and a decision is expected this coming Wednesday;
- comment received on the excessive brightness of the new lights in Church Lane with a request that these be turned off at midnight. It has been highlighted that these matters can only be addressed once the lights are handed over to Herts County Council which won't be until all lights are converted;
- as mentioned earlier, the TWP has stood down as the assigned task has been completed; and
- liaison with Ringway continues to ensure various outstanding items of work are completed.

(iv) Media

None.

(v) Neighbourhood Plan

Cllr I Hunt reminded those present of the choice to be made between developing community and other housing at Moor Place Gate or relying on windfall development on unallocated sites and losing the possibility of affordable community housing. Following much debate, the Steering Group had concluded that the merits Moor Place Gate clearly outweighed the disadvantages. The advantages of developing Moor Place Gate had been summarised in the December parish magazine as providing:

1. genuinely **affordable**, parish-owned housing for occupancy by parish residents. No other site is able to offer this. It will provide a community benefit for decades to come, just as the almshouses have;
2. statutory **protection** from development for the right (north) side of the drive by designating it as a Local Green Space;
3. **preservation** of views over the Ash Valley and, in the other direction through the gates, an enhanced view of the drive through the extension of the lime tree planting;
4. additional **sustainable** family-sized terraced housing, ideally positioned for traffic-free access to the school and Recreation Ground; and
5. creates the possibility of **accessible** community space from the Recreation Ground to the War Memorial.

There is awareness that this decision is unpopular with some. The Moor Place Heritage Group has drafted a landscape heritage assessment, documenting the history and importance of the parkland around Moor Place, and is keen to see the decision changed. A meeting is being arranged between our planning consultant and the heritage group to see what improvements might be made to the plans.

The Pre-Submission consultation in the New Year will test whether the draft Neighbourhood Plan (NP) has widespread support. Once the consultation is arranged, every household in the parish will receive a summary of the draft NP and guidance on how to access a full version online, together with a presentation of proposals in the Village Hall. If supported, it will be submitted to the Parish Council for examination and referendum.

In response to a question, Cllrs I Hunt and C Thompson highlighted that there would be perspective drawings, including wire line drawings, of Moor Place Gate to show the proposed scale and massing of the development.

(vi) Security

Cllr Mrs J Liversage reported on the 5 incidents that had occurred since the last meeting. Following discussion regarding the OWL network, it was agreed that there should be a presentation on this at the Annual Parish meeting next May.

(vii) Other

Cllr I Hunt stated that he'd attended the recent Remembrance Service at the War Memorial which had highlighted that it was not fully fit for purpose. There is no disabled access and a large number of attendees could not be accommodated by the Memorial, having to stand on or at the foot of the steps. It was suggested that perhaps access to the site should be developed to address these points whilst respecting the memorial's purpose and heritage. Widespread consultation would be required to take this forward sensitively.

The Clerk highlighted that the Church had recognised that having a sound system in future would be of benefit and was investigating this.

18/195. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) reported on the following large capital projects that East Herts Council are progressing:

- Old River Lane development in Bishop's Stortford which includes a cinema, bars, restaurants, retail starting with a multi-storey carpark at Northgate End;
- Hertford theatre development that includes 3 new cinema screens, bar and eating area that backs on to the castle grounds;
- Grange Paddocks pool in Bishop's Stortford is being demolished and rebuilt; and
- improvements at other pool complexes, i.e. Hartham, Leventhorpe and Fanshaw.

He also outlined that these projects are being funded through Section 106 monies, New Homes bonus, grants, especially from the Local Enterprise Partnership (LEP), capital reserves and loans.

Finally, he reported that there had been an armed robbery at the local Post Office, within Londis. Thankfully, no injuries were reported.

The Chair commented that at the East Herts Town & Parish Council event, held recently in Ware, the Heads of a number of services had highlighted that in light of changing shopping habits, town centres were suffering, and new leisure activities were being planned to regenerate town centres by drawing people in. In addition, the Chair highlighted that there had been coverage in the local papers about the developments within Bishop's Stortford.

In response to a question, Cllr I Devonshire (EHC) stated that the developments he referred to were discussed at Overview and Scrutiny Committee meetings.

#### 18/196. RESIDENTS' COMMENTS

##### (i) Recreation Ground

The Sports Association Chair/Treasurer welcomed the establishment of the working party (Item 18/194 (i) above) but considered that any legal advice would be useful but irrelevant if the Sports Association ran out of money before decisions were taken. It was highlighted that the Sports Association runs at a loss due to the reduction in sports using the recreation ground – limited income is received to offset the £2,500 spend on grass cutting, strimming and maintenance. The financial position of the Sports Association was also outlined as follows:

- £4,000 in reserve in case no fete is held;
- £2,000 in bill paying account from which the next quarterly grass cutting invoice to be paid of £635; and
- £1,500 is left to start the new financial year with the insurance bill of around £3,000 to be paid.

The Sports Association Chair/Treasurer was thanked for his observations.

##### (ii) Footpath "no entry"

In response to the notification from a resident that a "no entry" sign had been put up on gates on the Chaldean estate, the Chair observed that the locations indicated might be in respect of permissive paths. She agreed to investigate and identify the reasons for the new signage, and whether they would affect walkers rights.

(iii) Fete

A resident commented that it is difficult to get volunteers for the fete therefore there is a possibility that one will not be held in future.

18/197. PARISH COUNCIL 3 YEAR PLAN

It was reported that since the last meeting, as highlighted earlier, the Traffic Working Party has concluded its current task on issues affecting the High Street. (Minute ref: 18/194 (iii))

18/198. MEETING DATES IN 2019

The Clerk highlighted that due to the scheduled election in 2019, the annual meeting in May 2019 needed to be delayed a week. To overcome the obstacle of the Burial Authority meeting before the approval of its membership at that annual meeting, it was RESOLVED to change the months in which the Burial Authority meet. The Burial Authority will now meet bi-monthly from February 2019 so there will be no meeting in January 2019.

In addition, some location of meetings between the Village Hall and the Mission Hall had been changed. The full list of the 2019 meetings is available on the website.

18/199. FINANCIAL

(i) Payment of Accounts

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

RESOLVED that the payment to Herts County Council of £5,100 for the SID be authorised for payment once the invoice is received.

**PAYMENT OF ACCOUNTS - DECEMBER 2018**

| <b>Chq</b>            | <b>Payable to</b>     | <b>For</b>   | <b>Amount</b>   |
|-----------------------|-----------------------|--|-----------------|
| 897                   | East Herts Council    | Dog bin emptying 2018/19                             | 1,686.27        |
| 898                   | MH Village Hall       | Grant for decorating materials                       | 300.00          |
| 899                   | T Walker              | Cut grass & strim & cut back brambles from footpaths | 640.00          |
| 900                   | C Copper              | Maintenance of War Memorial                          | 520.00          |
| 901                   | MH Sports Association | Electricity for Pavilion                             | 193.19          |
| 902                   | MH Village Hall       | Buildings insurance                                  | 813.80          |
| <b>Total payments</b> |                       |  | <b>4,153.26</b> |

Cheques will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement to date for 2018/19 was received with no matters to highlight. When asked, the Clerk confirmed that no response had been received from NatWest in respect of the bank mandate hand delivered to the local branch on the 21<sup>st</sup> November. The summary financial position is detailed below and comparison to the annual budget is attached at Appendix B.

### SUMMARY FINANCIAL POSITION AS AT 3 DECEMBER 2018

|                                | Parish<br>Council<br>£ | Burial<br>Authority<br>£ | Total<br>£       |
|--------------------------------|------------------------|--------------------------|------------------|
| Opening balance - 1 April 2018 | 32,848.47              | 14,249.65                | 47,098.12        |
| Income                         | 81,854.29              | 2,010.00                 | 83,864.29        |
| Expenditure                    | - 49,202.02            | - 1,064.29               | - 50,266.31      |
| Closing balance                | <u>65,500.74</u>       | <u>15,195.36</u>         | <u>80,696.10</u> |

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

|  |                 |
|--|-----------------|
| (1) Earmarked for Neighbourhood Plan (balance)               | 168.08          |
| (2) Section 106 receipts                                     | 6,070.00        |
| (3) Earmarked for Neighbourhood Plan (2018/19 grant balance) | 3,375.50        |
|  | <u>9,613.58</u> |

(iii) Initial 2019/20 Budget and Forward Financial Plan

The Clerk explained that, following the last meeting, some further work had been undertaken to clarify the budget requirements for 2019/20 but additional work is still required, particularly in relation to the Sports Association in light of the earlier discussion. Ideally, revisions to the budget need to be notified to the Clerk prior to Christmas to enable the precept to be determined in January 2019.

#### 18/200. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 6<sup>th</sup> November 2018 be received and the decisions taken be ratified.

#### 18/201. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 6<sup>th</sup> November 2018 be received and the decisions taken be ratified.



18/202. URGENT BUSINESS

None.

18/203. CLERK'S INFORMATION

None.

18/204. DATE OF NEXT MEETING

Tuesday 8<sup>th</sup> January 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room. The Chair reminded those present that there would be no Burial Authority meeting beforehand

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There being no further business the meeting closed at 8.50 pm.

## MUCH HADHAM PARISH COUNCIL

### TRAFFIC WORKING PARTY - MARCH 2018

Notes on Meeting 5 held on Monday 26<sup>th</sup> November (7.30 pm at The Prince of Wales)

Andy Banks  
Neil Clarke  
Kevin Conroy  
Lindsay Steel  
Trevor Tabor  
Cllr Penny Taylor

Apologies from: Linda Grinnell, Cllr Clive Thompson, Cllr Bill O'Neill

### ACTION

#### **1. VAS (Vehicle Activation Signs), 20s Plenty, Welcome signs**

The Herts Highways have agreed to provide a SID (to the South) and new Village entry signs on the 3 main entry roads. The PC has agreed to provide £5,100 to fund a second SID (to the North). Penny reported a new site had been found and agreed with HH for the North position (by the pavement opposite Fletchers Homestall). The "20's Plenty" signs around the school is what they call an 'advisory speed limit' and they didn't seem to have a problem with this signage. However, they are intending on obtaining further information on the speed of traffic outside the school, before coming back to us with any firm decision. Penny agreed to chase this regularly, on behalf of the PC.

PENNY

#### **2. DRIVE SAFE SCHEME**

<http://hertscommissioner.org/community-drivesafe-scheme-hertfordshire>

Trevor reported further on his efforts to consider this scheme. He had made strenuous efforts to invite volunteers to join the team of 10 required to get the scheme off the ground, but despite leaflets, notices and talking to people directly, had not found one person prepared to volunteer.

It was agreed to contact LH, where a scheme was recently introduced, and see what they had to say about the success or otherwise.

PENNY

#### **3. DENTIST PARKING**

It was observed that parking had eased slightly around the area of the village by the Dentist. Erica Schoeman had now left the practice, which was under new management. The PC would consider contacting the new management with regard to negotiating suitable staff parking in that area.

BILL  
PENNY

#### **4. SCHOOL TRAFFIC PLAN**

Kevin asked Lindsay if the school had ever done a School Traffic Plan, as it appears County will assist in producing such a plan, which in turn may assist with obtaining HCC grants for traffic control in the future. Lindsay said it involved a great deal of work, but the last one was done in 2004, so reasonable to conduct another, nearly 15 years later, although she considered the problems of traffic and parking are still pretty similar.

LINDSAY  
KEVIN

## **5. OTHER TRAFFIC CALMING MEASURES**

Andy agreed to clean the northern “gateway” and Penny to clean the southern “gateway” to chime in the other traffic calming measures being implemented early next year. Other measures were discussed, but it was agreed not to investigate any further at this time, until the results of the initial project, now nearly completed, were observed.

## **6. CONCLUSION**

No further action would be taken (apart from the items agreed above, which would be reported directly to the PC via Cllr Taylor).

Trevor agreed to analyse and check traffic speeds over a period of a couple of months after the SIDs are installed, and report back to the PC.

In conclusion, all members of the TWP were thanked for their hard work, and diligence in identifying a task and completing it, and particular thanks to Kevin Conroy for his work with Herts Highways and helping to achieve the goals set.

Penny would propose to the PC the winding up of the existing TWP, until such time next year, when it might be considered worth re-instating the Working Party, and inviting existing as well as new members to join.

PENNY

Penny Taylor  
November 2018

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2019

### BUDGET TO ACTUAL COMPARISON AS AT 3 DECEMBER 2018

| (Parish Council only)                         | FULL YEAR           | YEAR TO DATE        | COMMENT  |
|---|---------------------|---------------------|--|
|   | 2019<br>BUDGET<br>£ | 2019<br>ACTUAL<br>£ |  |
| <b>INCOME</b>                                 |                     |                     |  |
| Precept                                       | 39,000.00           | 39,000.00           |  |
| Litter Agency                                 | 3,950.00            | 4,086.91            |  |
| New Homes Bonus                               | 3,223.00            | 9,804.00            | Latest Bonus information was not available when budget set   |
| Pavilion income                               | 500.00              | 698.00              |  |
| Grant   |                     | 18,443.59           | Grant for Neighbourhood Plan (£8,235); grant from Village Hall (£9,832.65) & grant from Sports Association (£375.94) |
| Other   | 5.00                | 68.42               | £60 rent from Henry Moore Foundation   |
| VAT reclaimed                                 | 5,000.00            | 9,753.37            | VAT reclaim for 2 years  |
| <b>TOTAL INCOME</b>                           | <b>51,678.00</b>    | <b>81,854.29</b>    |  |
| <b>EXPENDITURE</b>                            |                     |                     |  |
| Staff costs                                   | 6,600.00            | 4,442.56            |  |
| PWLB loan repayment                           | 5,387.46            | 5,387.46            |  |
| Administration costs                          | 2,500.00            | 1,160.39            |  |
| Insurance                                     | 3,600.00            | 2,212.72            |  |
| Audit fees                                    | 720.00              | 720.00              |  |
| General Data Protection Regulation compliance | 2,200.00            | 335.00              |  |
| Election expenses                             | -                   | -                   |  |
| Maintenance of open spaces                    | 5,700.00            | 6,588.82            |  |
| Litter Agency                                 | 4,008.00            | 2,672.00            |  |
| War memorial (lighting and maintenance)       | 1,000.00            | 624.04              |  |
| 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            | 2,407.45            | Includes £420 for burst tap repair   |
| Grants and donations                          | 1,000.00            | 300.00              |  |
| Neighbourhood Plan                            | 2,000.00            | 5,551.68            | Part of this expenditure is funded by grant  |
| Village Hall - soffits and fascias            | -                   | 9,832.65            |  |
| Capital (to be allocated)                     | 6,800.00            | -                   |  |
| Capital - laptop                              | 600.00              | -                   |  |
| Maintenance - Red Lion bus shelter repair     | 1,000.00            | -                   |  |
| VAT   | 5,000.00            | 4,859.18            |  |
| <b>TOTAL EXPENDITURE</b>                      | <b>51,655.46</b>    | <b>49,202.02</b>    |  |