

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 5th March 2019, in the Green Tye Mission Hall, at 7:31 pm.

*Cllr Mrs K Chesters

*Cllr I Hunt (Vice Chairman)

*Cllr Mrs J Liversage

#Cllr D McDonald

Cllr Mrs M O'Neill

*Cllr W O'Neill

*Cllr Mrs P Taylor (Chairman)

Cllr C Thompson

*Cllr K Twort

* denotes present and # denotes co-opted at the meeting (minute: 19/40).

In attendance: F Forth, Parish Clerk and 11 members of the public.

19/34. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Mrs M O'Neill and C Thompson. Apologies were also received from the District Council and County Council representatives: Cllr I Devonshire (EHC) or Cllr G McAndrew (HCC).

19/35. DECLARATIONS OF INTEREST AND DISPENSATIONS

None

19/36. NOTIFICATIONS OF URGENT BUSINESS

None.

19/37. CHAIR'S ANNOUNCEMENTS

The Chair welcomed everyone and introduced Cllr Mrs K Chesters given her first meeting at Green Tye. Duncan McDonald was also welcomed as a candidate for co-option (see 19/40).

In addition, the Chair made the following announcements:

- the Parish Council as a whole has volunteered to run the Tombola for the Fete this year in order to share the workload. Other groups/clubs/societies are encouraged to do something similar;
- the next Parish Council meeting is on 2nd April, the day before the deadline for nominations to stand as Parish Councillors in the May election. The Clerk will provide more information on the election later in the meeting; and
- those present were reminded that if a resident wishes to speak on an item prior to the 'residents' comments' agenda item, raise a hand to alert the Chair or the Clerk.

19/38. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 5th February 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

19/39. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Whilst no report this month, there had been little change to the report from February.

19/40. CO-OPTION OF PARISH COUNCILLOR

Duncan McDonald was welcomed to the meeting and given an opportunity to introduce himself. Following this, it was RESOLVED to co-opt him as a Parish Councillor and the appropriate governance documents were signed.

19/41. MEMBERS' REPORTS

(i) Community

Village Hall

Cllr W O'Neill reported that he had attended the Management Committee meeting on 7th February and the key points were:

- the post of Caretaker and cleaner has still not been filled;
- the Village Hall should soon have the benefit of internet access; and
- three members are retiring from the Management Committee which prompted a discussion regarding how the Village Hall should be managed in the future and how the Parish Council should be involved.

The last point was raised at the Recreation Ground and Village Hall Task and Finish Group meeting on 26th February.

The Village Hall Management Committee Chair reported to the Group that, currently, income matches its running costs thanks to the hard work of a small number of dedicated parishioners. It does, however, rely on grants from the Recreation Trust for repairs and renewals, and applications are made for a wide range of Community Grants when they are available. The Village Hall has a reserve fund in the region of £6,000. If higher than this, it could hinder the success of grant applications.

The Management Committee considers that there should be a commitment from the Parish Council that it would be prepared to step in and assist financially in the event of grant income being insufficient in the future for any reason. This view will be considered at a future meeting.

The Chair confirmed that the membership of the Recreation Ground and Village Hall Task and Finish Group was:

<u>For the Parish Council:</u>	<u>For the Recreation Ground:</u>	<u>For the Village Hall:</u>
Cllr I Hunt	Fred Pavey, Sports Association	Neil Clarke, Management
Cllr W O'Neill	(SA) Chair	Committee (MC) Chair
Cllr K Twort	Alex Denison, SA Member	Mary Bryne, MC Secretary

with the Clerk to take notes. The Chair was also in attendance at the first meeting.

Sports Association

Cllr K Twort stated that he had attended the last Sports Association meeting. The clubs are doing well and are all keen to see the outcome of the Group mentioned above. In addition, the Tennis Club are keen to push forward with their hut proposal. The presentation used at the January 2019 Parish Council meeting was seen and a planning application has been submitted.

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

Public Rights of Way

The Chair stated that she is taking on responsibility for footpaths for the time being and she read her report (Appendix A).

In addition, a laminated map showing where all the dog bins in the parish are has been prepared and will be displayed at key locations. Suggestions on locations are welcomed.

Cllr W O'Neill reported that a tree had fallen over on FP 29 near the pumping station and the Jolly Waggoners. This has already been cleared by a land user and he was thanked for this.

(iii) Highways

Cllr W O'Neill reported the following matters:

- the insurance claim for the Almshouse streetlight has been allowed and Ringway has been authorised to carry out the installation of the new column and lantern;
- Ringway have been reminded that the old column in Church Lane (FL1R) still needs to be lifted out of the ground and placed in the burial ground;
- following the report last month about car drivers ignoring the one-way system in Malting Lane, a resident has been in contact to highlight the problems caused by increasingly large volumes of reckless car drivers using Danebridge Road as a rat run;
- driver behaviour is a major cause of our traffic problems; and
- four lights which were not working have been fixed by Ringway.

(iv) Media

Cllr Mrs K Chesters reported that a Facebook page had been set up for the Parish Council and to let her know of information to be posted. Everyone was also reminded that there is a Parish Council Twitter account too.

(v) Neighbourhood Plan

Cllr I Hunt reported that a meeting was held with the Moor Place Heritage Group, at its request. The Steering Group reiterated its position that the recommendation to build social affordable housing owned by the community for the benefit of our own parishioners is a better housing development strategy for the parish than defaulting to simple acceptance of unpredictable windfall development. As this strategy came out of the results of earlier public consultations, we believe the majority of residents will support it too.

The Neighbourhood Plan (NP) document is essentially complete. East Herts are taking an informal look at it for any obvious misalignment with the District's Development Plan. After that, the Steering Group will hold a public meeting to formally agree that the document should be passed to the Parish Council for its consideration. The Parish Council will then take a formal decision to submit it for a Regulation 14 consultation – better known as the Pre-Submission public consultation. Given the upcoming pre-election purdah during which public presentations and consultations are discouraged, and then the uncertainty of who will be elected to the Parish Council on 2nd May, it is not possible to give dates for these events at the moment.

In the meantime, on 19th March, a facilitator from Community Land Trust East will be holding a small workshop for Steering Group members and representatives of other relevant interests to scope out how to set up a Community Land Trust, should this be pursued. This is not specific to Moor Place – the NP lasts for 15 years and knowledge is needed of how Community Land Trusts might be used in practice if and when large sites become available.

(vi) Security

Cllr Mrs J Liversage stated that PCSO Leon De Bruyn had provided the report for the meeting which included:

- crime reported of assault with and without injury in a care facility;
- incidents reported of a traffic collision at Tower Hill, a malicious communication and a deer being hit by a car on the B1004 near Little Hadham golf club;
- recent large fly-tips in Gore Lane, Jobbers Wood and Albury which highlight the need for people to be vigilant and report any suspicious vehicles that they believe may be committing this offence.

The Chair also reminded everyone present that they can sign up to the OWL network to receive notifications from the police.

(vii) Other

Cllr I Hunt reported that the repair work to the threshold at the entrance to the Recreation Ground and the entrance to Moor Place, by the war memorial, had been completed.

19/42. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

No reports as neither Cllr I Devonshire (EHC) or Cllr G McAndrew (HCC) were present.

19/43. RESIDENTS' COMMENTS

None.

19/44. RISK REGISTER

The Chair reported that the proposed changes to the Risk Register had not been finalised and would be deferred at this meeting. However, as the Risk Register requires approval within this financial year, the Clerk will be calling an extraordinary meeting before the end of the month. More details provided at 19/49.

19/45. FINANCIAL

(i) Payment of Accounts

The Chair highlighted that cheque 912, for £1,402.61, is the contribution by the Parish Council towards the insurance costs for Parish Council assets at the Recreation Ground. This amount is rather higher than in previous years, and the Clerk was asked just prior to the meeting to investigate why. This payment will, therefore, be deferred whilst this takes place.

RESOLVED that the accounts, as shown overleaf (excluding 912), be duly authorised for payment.

PAYMENT OF ACCOUNTS - MARCH 2019

Chq	Payable to	For	Amount
913	HAPTC	Delegate fee	20.00
914	MH Sports Association	Pavilion electricity	332.86
915	MH Sports Association	Pavilion water	158.71
916	FM Forth	Clerks expenses Inv 9 March 2018 to February 2019, mileage September 2016 to February 2019	1,252.57
DD	Affinity for Business	Water for St Andrew's Burial Ground	20.02
DD	Affinity for Business	Water for Perry Green Burial Ground	22.62
Total payments			<u>1,806.78</u>

Cheques will be signed and despatched following the meeting.

The Chair reported that the Sports Association have asked the Parish Council to pay the public liability portion of the premium for the Recreation Ground's insurance, amounting to £504. The Clerk is investigating whether this could be included in the Parish Council's insurance therefore this item will be deferred to a future meeting.

As a further meeting is to be arranged before the end of the month, it was agreed to defer the approval of the Parish Council's insurance renewal of £1,369.31 for payment on or by the 1st April 2019 (Year 3 of 3 year deal). In addition, as preferable to see an invoice before authorising payment, approval of the street lighting payment to Herts County Council was deferred.

RESOLVED to authorise the reimbursement to the Clerk for a laptop provided less than £600 and NP Steering Group Chair and Clerk to determine the amount of Neighbourhood Plan grant to be returned prior to 31 March 2019. Cllr I Hunt had explained that this was grant that had not been spent and the rules require it to be returned. In the new financial year, the Parish Council would reapply for this grant.

(ii) Financial Statement

The financial statement to date for 2018/19 was circulated with the agenda. In response to a question, the Clerk confirmed that there was no deadline by which the Section 106 monies had to be spent. The summary financial position is detailed overleaf and comparison to the annual budget is attached at Appendix B.

SUMMARY FINANCIAL POSITION AS AT 5 MARCH 2019

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2018	32,848.47	14,249.65	47,098.12
Income	81,915.90	4,430.00	86,345.90
Expenditure	- 63,886.32	- 1,972.19	- 65,858.51
Closing balance	50,878.05	16,707.46	67,585.51

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

(1) Earmarked for Neighbourhood Plan (balance)	- 80.04
(2) Section 106 receipts	6,070.00
(3) Earmarked for Neighbourhood Plan (2018/19 grant balance)	1,275.50
(4) Earmarked for 3 replacement street lights (Quote approved 5 September 2017)	8,832.30
	16,097.76

19/46. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 5th February 2019 be received and the decisions taken be ratified.

19/47. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 5th February 2019 be received and the decisions taken be ratified.

19/48. URGENT BUSINESS

None.

19/49. CLERK'S INFORMATION

(i) Election in May

The Clerk reported that information regarding the upcoming election had been posted on East Herts Council's (EHC) website - <https://www.eastherts.gov.uk/Localelections> - particularly the timetable. More information will be added in the coming days, for example the candidate pack and nomination pack.

The key dates are:

- notice of election 21st March; and
- nomination papers need to be hand delivered to EHC's offices in Hertford **by 4pm 3rd April.**

Hard copies of the election timetable, candidate pack and nomination pack were provided to current Cllrs and made available to members of the public present.

Key points to consider when filling in the nomination form:

- must read the candidate pack before filling in the nomination pack;
- the nomination pack is 13 pages and all 13 pages are to be submitted to EHC;
- take the nomination pack personally to EHC as officers will check the documentation while you wait;
- validity notice will subsequently be posted out.

The Clerk highlighted that the electoral roll is being updated (as at 1 March) and the revised roll is expected soon. The nomination papers require numbers for both the candidate, proposer and seconder from the roll and the 1 March roll data must be used.

(ii) Extraordinary meeting

As mentioned by the Chair, an extraordinary meeting is required to approve the Risk Register and some financial payments. The date proposed for this meeting is 26th March and Cllrs to notify the Clerk their availability for this date.

(iii) Annual meeting in May

The Annual meeting in May had to be delayed from the first Tuesday of the month due to the election. It had previously been publicised that this meeting would be on Tuesday 14th May. The Village Hall is not available on that date so the meeting will be on **Monday 13th May**. All publicity material relating to this will be updated.

19/50. DATE OF NEXT MEETING

The next monthly meeting is Tuesday 2nd April 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room, with the meeting preceded by the Burial Authority at 6:45 pm. Prior to that, as agreed during the meeting, an Extraordinary meeting will be held on Tuesday 26th March 2019, at 7:30pm in the Pavilion.

There being no further business the meeting closed at 8.15 pm.

Public Rights of Way for March 2019 meeting:

Bridleways 16, 55, 54: (Off Winding Hill towards Little Hadham) A new waymark post has been installed at the junction of 16 & 55, and a briar cleared from around the post at the junction of bridleways 16 & 54, all near the boundary of the Parish.

Bridleway 28: (Stansted Hill to Bourne Lane) New gates will be installed to replace the deteriorating ones as soon as the ground conditions permit.

Bridleway 38: (off Danebridge Road) The contractor hopes to install the new bridle bridge in about a week's time.

Bridleway 52: (Kettle Green to Blakesware) The landowner promises to repair the surface of the shortcut but still to give EHC a firm date.

Footpath 21: (Church Lane to top of Winding Hill) The stile will be replaced by a kissing gate and

Footpath 23: (By Two Bridges, I think) The kissing gate will be repaired, as soon as these jobs can be fitted into EHC volunteers' work plan.

Footpath 27 – Malting Lane to Stansted Hill. A laminated notice has been/will be put up at this corner on Stansted Hill, with a map showing location of dog bins and polite notice to use them.

Penny Taylor (March 2019)

MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2019

BUDGET TO ACTUAL COMPARISON AS AT 5 MARCH 2019

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2019	2019	
	BUDGET	ACTUAL	
	£	£	
INCOME			
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	130.03	£60 rent from Henry Moore Foundation; £50 compensation from NatWest & improved interest rates on Business Reserve account
VAT reclaimed	5,000.00	9,753.37	VAT reclaim for 2 years
TOTAL INCOME	51,678.00	81,915.90	
EXPENDITURE			
Staff costs	6,600.00	6,108.52	
PWLB loan repayment	5,387.46	5,387.46	
Administration costs	2,500.00	2,885.63	Clerk's mileage prior to 2018/19 also included
Insurance	3,600.00	3,615.33	
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	7,183.82	
Litter Agency	4,008.00	3,674.00	
War memorial (lighting and maintenance)	1,000.00	652.01	
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	2,883.17	Includes £420 for burst tap repair
Grants and donations	1,000.00	300.00	
Neighbourhood Plan	2,000.00	7,525.95	Part of this expenditure is funded by grant
Village Hall - soffits and fascias	-	9,832.65	
Capital - Speed Indicator Device	6,800.00	5,100.00	
Capital - laptop	600.00	-	
Maintenance - Red Lion bus shelter repair	1,000.00	-	
VAT	5,000.00	5,574.71	
TOTAL EXPENDITURE	51,655.46	63,886.32	