

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 2<sup>nd</sup> April 2019, in the Much Hadham Village Hall, Green Room, at 7:30 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

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

### 19/55. APOLOGIES FOR ABSENCE

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

### 19/56. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 19/57. NOTIFICATIONS OF URGENT BUSINESS

The Chair highlighted that after the agenda had been issued, PCSO Leon de Bruyn had indicated that he would be able to attend this meeting and he will give an update after agenda item 19/61.

### 19/58. CHAIR'S ANNOUNCEMENTS

The Chair welcomed everyone and introduced Cllr D McDonald given it was his first meeting at Much Hadham Village Hall.

In addition, the Chair made the following announcements:

- as this is the last meeting of the present Parish Council before the forthcoming election, the opportunity was taken to thank fellow Cllrs for their commitment and support; and
- the next Parish Council meeting is the Annual meeting on **Monday 13<sup>th</sup> May** when the new Parish Council is formed.

#### 19/59. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 5<sup>th</sup> March 2019 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 26<sup>th</sup> March 2019 be accepted as a correct record of proceedings and be signed by the Chair. The Chair highlighted that this meeting had reviewed the risk assessment and approved some financial payments.

#### 19/60. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Reports on outstanding matters and resolutions, circulated with the agenda, was noted. It was also noted that amendments to the NatWest bank mandate would take place after the election and that the SIDs were now in place.

#### 19/61. PRESENTATION ON SECTION 106

The Chair welcomed James Gardner, East Herts Council who delivered a presentation on Section 106. The following documentation was tabled to support the presentation:

- S106 Project Prioritised Criteria;
- flowcharts showing the external and internal processes for historic S106 funds and the new Section 106 inclusion process; and
- Section 106 Funding Application.

During the presentation, and the opportunity for questions (including from residents as Standing Orders suspended to facilitate this), the following points were made:

- process has changed and become more focused on ensuring funds are used;
- dedicated S106 officer, Jackie Bruce, will be in post soon who will be able to provide assistance on the process;
- application form is comprehensive, and any community organisation can apply for funds or can go through the Parish Council;
- there is still around £3,000 S106 monies available for the Village Hall to use;
- there have been occasions where the developer has clawed back the unspent S106 monies from EHC – 10 years and 1 day later – but there is renewed focus within EHC of ensuring the funds are spent;
- Herts County Council manages S106 funds in relation to highways, and if have funds there, need to contact them directly;
- new legislation is making the allocation of funds more targeted and linked; and
- in contrast, need to remember that developers' financial contributions to affordable housing can be allocated to anywhere within the district, according to housing need and site availability.

James was thanked for his presentation.

## PRESENTATION FROM PCSO

PCSO Leon de Bruyn stated that it had been a good month as almost no crimes until break ins were reported at Ashwell Golf Club [27<sup>th</sup> March] and Great Hadham Golf & Country Club [30<sup>th</sup> March]. A low number of reports to the police were made – 7 – of which, 3 related to other agencies. Those present were reminded to call in anything that seemed suspicious, in particular, any suspicious construction-based vehicles at construction sites as there has been a recent increase in thefts from such sites in neighbouring parishes.

In response to a question, Leon confirmed that nothing new was known in relation to the fly tipping at Jobbers Wood. In addition, it was highlighted that he is the point of contact for fly tipping incidents as Gilston Lane, on his patch, is a big hot spot for such activity. Following a further question, it was noted that certain types of CCTV cameras can be used but the problem is that the camera lights are not strong enough to capture number plates or offenders.

## 19/62. MEMBERS' REPORTS

### (i) Community

#### Sports Association

Cllr K Twort stated that he had been alerted to the fact that repair work was required in relation to the post and rail fence in front of the Recreation Ground. He is in the process of obtaining quotes.

#### Village Hall

Cllr W O'Neill reported the following matters:

- the post of caretaker and cleaner has been filled;
- the Horticultural Spring Show had over 300 entries; and
- the Village Hall AGM is on April 9<sup>th</sup> and everyone is invited to attend and get involved.

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

#### Public Rights of Way

The Chair reported the following matters:

- Bridleway 38 - the long awaited installation of a replacement bridle bridge where this route meets Danebridge Road, has been completed and the path reopened;
- Bridleway 28 (which runs from Bluebell Wood to Bourne Lane) - two old, decaying, kissing gates have been replaced with new and upgraded ones which are easier for horse riders to use on horseback. This has been achieved with much help and support from the landowners, to whom we are grateful; and

- Footpath 26 (Congregational Church to Malting Lane) - problem reported today with the gate at the bottom which may need the attention of a carpenter.

In addition, map signs have been placed on noticeboards showing the whereabouts of dog bins, to encourage dog owners to use them.

Finally, with regard to Footpath 22 (through the School), the Parish Council has been invited to prepare a statement in support of the re-routing of the footpath, to be presented at the Public Consultation on 15<sup>th</sup> May. The new route, which has been in use for a number of decades now, would become a permanent Definitive RoW. Further information will be obtained through an on-site meeting with Herts County Council (HCC) this coming Friday HCC are in total support of the new footpath, and have just recently resurfaced the diversion route where it meets Oudle Lane, by the Pre-School.

(iii) Highways

Cllr W O'Neill reported the following matters:

- date for the installation of the new column and lantern outside the Almshouse is still unknown;
- the parish lighting modernisation is on hold until after the election; and
- as previously mentioned, the SIDs have been installed and their effectiveness is being monitored. Positive comments have been received as well as some concerns, particularly over where sited and the restrictions on placement were reiterated.

The Chair stated that thanks have been sent to the local County Cllr and the Highways Department for completing the SID installation in the time frame promised. In addition, gratitude was expressed to the members of the Traffic Working Party who worked hard and got this done.

In addition, the Chair highlighted that a further meeting with Cllr G McAndrew (HCC) regarding the lanes in the hamlets, scheduled for April, had been postponed due to the election, but would be re-scheduled in May.

(iv) Media

Cllr Mrs K Chesters reminded everyone that there is a Facebook page and Twitter account. In addition, if anyone has items for posting on these account, to let her know.

(v) Neighbourhood Plan

Cllr I Hunt reported that a facilitated workshop was held on 19<sup>th</sup> March to gain an understanding of how Community Land Trusts (CLT) work in practice for affordable housing. This was not specific to Moor Place Gate but for when any large sites become available. A key point from this workshop was that any CLT is established as a separate body to the

Parish Council to avoid any confusion of responsibilities and accountabilities, and to avoid the perception of conflicts of interest arising. The next steps for this are:

- establish with East Herts Council (EHC) that any CLT would retain nomination rights i.e. the CLT sets the policies for who should live there, not District;
- undertake a survey of housing need as part of the next Neighbourhood Plan consultation; and
- consider what changes to make to the draft Neighbourhood Plan to accommodate best practice.

In addition, three members of the Steering Group had recently met with EHC Planning to discuss progress with the Neighbourhood Plan and answered questions about it.

Whilst the election forces a short hiatus in our public consultations, the Steering Group expects to get back on track as soon as the new Parish Council is in place.

[Full report available at <https://www.muchhadhamnp.com/supporting-material> ]

In response to a question, Cllr I Hunt confirmed a positive feel from the recent meeting with EHC Planning. EHC are seeking to ensure that the Neighbourhood Plan meets its objectives – to deliver the target 54 houses. The examination that the Neighbourhood Plan will be subjected to is not as vigorous as that faced by EHC’s District Plan. It will be important to ensure that the pre-submission consultation provides certainty on the Moor Place Gate issue.

It was also confirmed that a CLT would be recommended for the Moor Place Gate site but only if the CLT has the nomination rights. If not, then this approach would need to be reconsidered.

(vi) Security

Cllr Mrs J Liversage stated that there was nothing to add to PCSO Leon De Bruyn’s earlier presentation.

(vii) Other

None.

19/63. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

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

## 19/64. RESIDENTS' COMMENTS

### (i) Station Road

Residents of Station Road sought the Parish Council's help to address the bad state of the road which is now unsafe for both drivers and pedestrians, particularly as there is additional traffic from Windmill Way. It is a private road therefore the onus is on the residents to work together to address the issue. Someone had made a start on filling the holes but stopped after one as it was considered too dangerous to continue as the road had not been closed to traffic. Following discussion, whilst accepting that it was not a responsibility of the Parish Council, the Chair agreed to give some thought as to how residents could be assisted.

### (ii) Agenda items for Burial Authority

In response to a question from a resident, the Chair confirmed that agenda items needed to be submitted to the Clerk a week before any meeting.

[Note: Standing Order 9b details requirements.]

## 19/65. FINANCIAL

### (i) Payment of Accounts

None.

### (ii) Financial Statement

The financial statement for 2018/19 was circulated with the agenda. The Clerk reported that this was, effectively, the final position for the year. Since issuing the report, the laptop had been purchased for just over £500 + VAT and a small amount of interest had been earned.

In terms of the detailed comparison on page 2, it was highlighted that no explanation for the overspend in relation to the maintenance of open spaces had been provided. This overspend had been caused by the tree work undertaken at Green Tye and the Recreation Ground, as well as the purchase of additional dog bins, which also reduced by some underspends in respect of repairs and maintenance work.

Finally, the Clerk highlighted that, following discussions with the granting authority, the Parish Council was not required to return any Neighbourhood Plan Grant that had not been spent by the 31<sup>st</sup> March. Whilst an end of grant report was still required, the unspent grant could be retained and spent in the new financial year.

In response to a question, the Clerk confirmed that the large value of unrepresented cheques is a timing issue as the bank statement is received after the Parish Council meeting.

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

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2019

### SUMMARY FINANCIAL POSITION - FINAL

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2018	32,848.47	14,249.65	47,098.12
Income	82,660.34	4,760.00	87,420.34
Expenditure	- 67,749.85	- 1,972.19	- 69,722.04
Closing balance	<u>47,758.96</u>	<u>17,037.46</u>	<u>64,796.42</u>

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

(1) Earmarked for Neighbourhood Plan - fully spent	
(2) Section 106 receipts	6,070.00
(3) Earmarked for Neighbourhood Plan (2018/19 grant balance)	2,455.50
(4) Earmarked for 3 replacement street lights (Quote approved 5 September 2017)	8,832.30
	<u>17,357.80</u>

The Chair thanked the Clerk for her hard work.

#### 19/66. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 5<sup>th</sup> March 2019 be received and the decisions taken be ratified.

#### 19/67. STAFFING COMMITTEE

RESOLVED that the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> March 2019 be received and the decisions taken be ratified.

#### 19/68. URGENT BUSINESS

None.

19/69. CLERK'S INFORMATION

The Clerk reminded those present that the deadline for submitting nomination papers for the Parish Council election was 4 pm tomorrow (3<sup>rd</sup> April). After the election, an informal get together would be organised to cover some administration work, prior to the Annual meeting on 13<sup>th</sup> May.

19/70. DATE OF NEXT MEETING

**Monday 13<sup>th</sup> May** 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room.

In addition, the Chair highlighted that the Annual Village/Parish meeting would be held on Tuesday 21<sup>st</sup> May 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room. The Parish Council hosts this meeting and ideas for speakers are welcomed.

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There being no further business the meeting closed at 8.44 pm.



# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2019

### BUDGET TO ACTUAL COMPARISON - FINAL

(Parish Council only)	FULL YEAR	YEAR TO	COMMENT
	2019	DATE	
	BUDGET	ACTUAL	
	£	£	
<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	1,428.00	Prudent budget. £568 related to prior year
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	144.47	£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
<b>TOTAL INCOME</b>	<b>51,678.00</b>	<b>82,660.34</b>	
<b>EXPENDITURE</b>			
Staff costs	6,600.00	6,663.84	
PWLB loan repayment	5,387.46	5,387.46	
Administration costs	2,500.00	2,863.52	Clerk's mileage prior to 2018/19 also included
Insurance	3,600.00	3,793.88	
Audit fees	720.00	720.00	
General Data Protection Regulation compliance	2,200.00	335.00	Reduced DPO cost
Election expenses	-	-	
Maintenance of open spaces	5,700.00	7,183.82	
Litter Agency	4,008.00	4,008.00	
War memorial (lighting and maintenance)	1,000.00	652.01	
Street lighting (energy and maintenance)	1,770.00	4,437.79	Includes 2 years: 2017/18 £2,108.07; 2018/19 £2,329.72
Street lighting (replacement programme)	-	-	
Pavilion	1,770.00	2,883.17	Incorrect budget set. Prior year spend £2,378 and cost increases during the year, coupled with additional fire extinguisher inspection this year.
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	6,062.76	
<b>TOTAL EXPENDITURE</b>	<b>51,655.46</b>	<b>67,749.85</b>	