

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council Annual meeting held on Monday, 13th May 2019, in the Much Hadham Village Hall, Green Room, at 7:30 pm.

*Cllr Mrs K Chesters

*Cllr I Hunt (Vice Chair)

Cllr Mrs J Liversage

*Cllr D McDonald

Cllr B O'Neill

*Cllr Mrs P Taylor (Chair)

Cllr K Twort

* denotes present

In attendance: F Forth, Parish Clerk and 7 members of the public.

19/71. ELECTION OF CHAIR

RESOLVED that Cllr Mrs P Taylor be duly elected to the office of Chair of the Parish Council for the ensuing civic year.

19/72. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

Cllr Mrs P Taylor duly signed her declaration of office.

19/73. ELECTION OF VICE CHAIR

RESOLVED that Cllr I Hunt be duly elected as Vice Chair of the Parish Council for the ensuing civic year.

19/74. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Mrs J Liversage, B O'Neill and K Twort.

19/75. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Chair highlighted that all Cllrs present had completed their members' interest forms prior to the meeting, and these would be added to the Parish Council website shortly.

No declarations in relation to this meeting.

19/76. NOTIFICATIONS OF URGENT BUSINESS

None.

19/77. CHAIR'S ANNOUNCEMENTS

The Chair welcomed everyone to the meeting and thanked fellow Cllrs, present and absent, for their support of her as Chair for the forthcoming year. Cllr I Hunt was also thanked for his invaluable help and expertise as Vice Chair.

Reflecting on the election, the Chair highlighted that there are 2 vacancies which will be filled by co-option at the June meeting. Two candidates for co-option were present who briefly introduced themselves. If anyone else is interested in being co-opted, further information can be obtained from the Clerk and completed application forms need to be with the Clerk by the 24th May.

The Chair also expressed thanks to the Clerk for doing a first rate job. Marianne O'Neill and Clive Thompson, who stood down as Cllrs at the recent election, were also thanked for their contribution and support over the preceding 3 years.

Everyone present was reminded that the Annual Parish/Village meeting was taking place on Tuesday 21st May, starting at 7pm. This meeting is hosted by the Parish Council and provides an opportunity for residents to hear what has been happening within the Parish Council and the wider community.

Finally, the Chair highlighted that the Perry Green and Green Tye Preservation Society (PG>PS) would like to hold their Summer Party on Green Tye green on 16th June. No objections were raised in relation to this and it was noted that PG>PS have undertaken a risk assessment and obtained relevant insurance cover.

19/78. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 2nd April 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

19/79. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Following a question, the Clerk confirmed that the pre-election bank mandate is still valid. A review of the Parish Council's bankers is underway.

19/80. PORTFOLIOS, COMMITTEES AND REPRESENTATIVES

The Chair reported that following consultation with Cllrs, proposals for the allocation of portfolios had been circulated prior to the meeting. RESOLVED to approve the allocation of portfolios, detailed in Appendix A.

RESOLVED to approve the membership of Committees, including designation of Committee Chair, as follows:

- Planning Committee: Cllrs I Hunt (Chair); B O'Neill; D McDonald and K Twort;
- Burial Authority: Cllrs Mrs J Liversage; B O'Neill; Mrs P Taylor (Chair) and K Twort;
- Staffing Committee: Cllrs Mrs J Liversage and Mrs P Taylor (Chair) with vacancy for Secretary;
- Neighbourhood Plan Steering Group: Cllrs I Hunt (Chair) and B O'Neill. In addition, resident members: M Adams; M Byrne; N Clarke; K Howlett; H Labram and C Thompson.

In addition, it was noted that the terms of reference need to be reviewed for the Planning Committee, and be developed for the Burial Authority.

RESOLVED that the Parish Council would be represented on other bodies as follows:

- Much Hadham Sports Association: Cllrs D McDonald and K Twort; and
- Much Hadham Village Hall: Cllr B O'Neill with a vacancy to be filled.

19/81. MEMBERS' REPORTS

(i) Community

Sports Association

The playground inspection report was noted and, following discussion, it was agreed to wait until the ROSPA inspection before undertaking any of the maintenance work outlined.

Village Hall

No matters to report.

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

Public Rights of Way

The Chair reported the following matters:

- problem with the gate at the bottom of FP 26 (Congregational Church to Malting Lane) is that the gate receiving post has become detached from the wall and needs re-instating. The repair will be organised shortly; and
- reminder that the Public Consultation on FP 22 is this Wednesday 15th May in the Village Hall. It starts at 10 am and anyone is welcome to attend. An agenda for the day's proceedings is available if anyone is interested.

(iii) Highways

The Clerk reported that she is expecting to be advised of the installation date for the new street light outside the Almhouses soon. In addition, the invoice for the first three lights replaced has still not been received.

(iv) Media

Cllr Mrs K Chesters reported that the number of Facebook followers is increasing steadily. In addition, if anyone has items for posting, to let her know.

(v) Neighbourhood Plan

Cllr I Hunt reported that he was anticipating that a public meeting of the Steering Group would be held on the 28th May, making it clear that this would not be a consultation event about the Neighbourhood Plan as that would be a separate event prior to its pre-submission to East Herts Council (EHC).

It was also highlighted that one of the points delaying the pre-submission consultation event related to confirmation from EHC that, if a Community Land Trust is established to develop truly affordable housing, the Trust will retain the right to determine who lives there. This type of request has not been made of EHC before, so they are being cautious and further meetings are expected to resolve this matter.

(vi) Security

The Clerk reported that PCSO Leon De Bruyn had given his apologies and provided the following crime information for the period 2nd April to 10th May:

- theft from motor vehicle – number plates removed from a vehicle in Windmill Way, police enquiries ongoing;
- public order offence – no further details; and
- burglary at a residential address where the pool house was broken into and items removed from within. There are no further police enquiries to carry out and no suspects identified.

The Chair commented that there had been no reported increase in crime since the recent activity in Little Hadham.

(vii) Other

None.

19/82. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) reported that he had been returned uncontested and would have the same roles as he had prior to the election, apart from “Rural Champion” is now “Rural Development Champion”. The impact of this change has not been clarified as yet but it is anticipated that it will relate to matters such as rural community transport and rural oil clubs.

In addition, Cllr I Devonshire (EHC) reported that planning permission had been refused for 5 detached houses on the Jolly Waggoners site. It had been suggested that there could be 2 houses on the front: on the existing footprint of the pub and on the hardstanding although it was noted that the area of hardstanding is reducing as being overtaken by weeds and therefore being “naturalised”.

Finally, it was reported that the new Head of Planning was Sara Saunders.

19/83. RESIDENTS’ COMMENTS

None.

19/84. INTERNAL CONTROLS

The Clerk highlighted that the Internal Audit report, Annual Governance and Accountability Return (AGAR) and the effectiveness review were available on the Parish Council’s website. [Website: <http://www.muchhadhamparishcouncil.co.uk/parish-council/accounts/>]

(i) Internal Audit

The Clerk highlighted that the annual Internal Audit review had been completed for the last financial year, 2018/19, and the conclusion was that the Parish Council had the expected controls in place and no recommendations were made. Page 3 of the AGAR 2018/19, completed by Internal Audit, and the supporting detailed report were noted.

(ii) Review of effectiveness

The Clerk reported that the effectiveness of the internal controls in place from April 2018 to March 2019 had been reviewed and no issues had been identified. This review underpins the Annual Governance Statement for the last financial year which is part of the next agenda item.

RESOLVED to approve the review of effectiveness of internal controls for 2018/19.

19/85. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) AND ACCOUNTS

The Clerk highlighted that the unapproved, subject to external audit, AGAR and detailed financial accounts were available on the Parish Council's website.

[Website: <http://www.muchhadhamparishcouncil.co.uk/parish-council/accounts/>]

(i) Annual Governance Statement

The Clerk highlighted that the Annual Governance Statement reflects that the Parish Council has a system of internal control in place, as reflected by the review of effectiveness approved under item 19/84(ii).

RESOLVED to approve the Annual Governance Statement for 2018/19, Section 1 in the AGAR.

(ii) Accounting Statements and year on year comparison

The Clerk highlighted that there are two versions of the annual accounts. A very summarised version is documented in the AGAR, Section 2, which is supported by the detailed Financial Accounts.

In addition, to support the understanding of this financial information, there is a year on year comparison, related to both formats of the accounts, that explains significant movements, which was noted. The version relating to the AGAR is submitted to the external auditor.

RESOLVED to approve the Accounting Statements, Section 2 in the AGAR and the detailed Financial Accounts for 2018/19.

19/86. FINANCIAL

(i) Payment of Accounts

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

PAYMENT OF ACCOUNTS - MAY 2019

Chq	Payable to	For	Amount
SO	M Windmill	Litter Agency (April)	334.00
922	HATPC	Subscription 2019/20	796.61
923	Govresources Ltd	Planning advice (NP)	2,100.00
924	BA ICCM	Membership fee relating to cemetery management	95.00
925	E.ON	Lighting for war memorial	33.98
926	BA MH Landscapes	Maintenance at burial grounds Jan - Mar '19	540.00
927	HAPTC	Training - new Cllr 18/5/19	70.00
928	Broadmead Leisure	Playground inspection Apr '19	60.00
929	Auditing Solutions	Internal Audit review 2018/19	516.00
930	Miss RL Sharp	Pavilion cleaning Oct '18 to May '19	749.00
DD	PWLB	Loan repayment	2,693.73
Total payments			<u>7,988.32</u>

Cheques will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement for 2019/20 was circulated prior to the meeting.

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

SUMMARY FINANCIAL POSITION AS AT 13 MAY 2019

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2019	47,134.88	17,037.46	64,172.34
Income	19,774.42	2,050.00	21,824.42
Expenditure	- 8,819.74	- 580.53	- 9,400.27
Closing balance	<u>58,089.56</u>	<u>18,506.93</u>	<u>76,596.49</u>

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

(1) Section 106 receipts	6,070.00
(2) Earmarked for Neighbourhood Plan (2018/19 grant balance)	2,455.50
(3) 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.

19/87. PLANNING

RESOLVED that the minutes of the Planning Committee meetings held on 2nd and 16th April 2019 be received and the decisions taken be ratified.

19/88. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 2nd April 2019 be received and the decisions taken be ratified.

19/89. STAFFING COMMITTEE

RESOLVED that the minutes of the Staffing Committee meeting held on 9th April 2019 be received and the decisions taken be ratified.

RESOLVED to approve the Clerk disciplinary procedure and Grievance procedure.

19/90. URGENT BUSINESS

None.

19/91. CLERK'S INFORMATION

None

19/92. DATE OF NEXT MEETING

Tuesday 4th June 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room.

There being no further business the meeting closed at 8.05 pm.

MUCH HADHAM PARISH COUNCIL PORTFOLIOS 2019/20

PORTFOLIO & Areas of responsibility	Committees	Cllrs
GOVERNANCE AND FINANCE Precept, insurances, employee management, legal issues, training, ensuring that Standing Orders and the Code of Conduct are adhered to, co-options, agenda management, risk management, complaints handling, EHC / HCC / HAPTC liaison. Liaison with PG> Staffing Committee. Priorities: Support new Councillors	Staff Committee Chair: Cllr Mrs P Taylor	Ian Hunt Penny Taylor Jan Liversage Penny Taylor Vacancy
BURIAL AUTHORITY Burial grounds maintenance and expansion, church liaison Priorities: Burial Authority 10 year plan	Burial Authority Chair: Cllr Mrs P Taylor	Jan Liversage Bill O'Neill Penny Taylor Ken Twort
COMMUNITY Community groups liaison (Sports Association (SA), Pavilion management, Village Hall (VH) management) war memorial, bus stops, telephone boxes Priorities: Work with SA on re-organising management of Rec Ground / Pavilion; Work with VHMC on its priorities; New management / caretaking arrangements for Pavilion	VH and SA reps	SA reps: Duncan McDonald Ken Twort VH reps: Bill O'Neill Vacancy
ENVIRONMENT Parish paths, PC-owned land maintenance, tree surgery, litter and dog bins, conservation area, river and stream quality, flood plan (culverts & ditches) Priorities: FP 10 Dell Cottage / Moor Place paths; FP 22 School		Kristie Chesters Penny Taylor
HIGHWAYS Maintenance reporting (potholes, drains, pavements, street lighting etc), traffic calming, parking etc. Priorities: Traffic management (village and hamlets) - continue Working Party; Street light asset management plan		Bill O'Neill Penny Taylor
MEDIA Facebook, Twitter, Website, publicity in general Priorities: Facebook policy – required; Increase website usage		Kristie Chesters
NEIGHBOURHOOD PLAN Priorities: Produce a NP	NP Steering Group Chair: Cllr I Hunt	Ian Hunt Bill O'Neill
PLANNING Planning applications	Planning Committee Chair: Cllr I Hunt	Ian Hunt Duncan McDonald Bill O'Neill Ken Twort Vacancy
SECURITY Police liaison, Fire and rescue liaison, Neighbourhood Watch liaison, Rural Watch liaison		Jan Liversage

MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2020

BUDGET TO ACTUAL COMPARISON AS AT 13 MAY 2019

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2020	2020	
	BUDGET	ACTUAL	
	£	£	
INCOME			
Precept	39,000.00	19,500.00	
Litter Agency	4,085.00	-	
New Homes Bonus	8,243.00	-	
Pavilion income	750.00	274.00	
Grant	6,500.00	-	
Burial fees (ring fenced to Burial Authority)	2,640.00	-	
Other	95.00	0.42	
VAT reclaimed	5,000.00	-	
TOTAL INCOME	66,313.00	19,774.42	
EXPENDITURE			
Staff costs	6,973.64	-	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,400.00	866.61	
Insurance	3,400.00	1,369.31	
Audit fees	720.00	430.00	
General Data Protection Regulation compliance	200.00	-	
Election expenses	1,500.00	-	
Maintenance of open spaces	8,500.00	50.00	
Litter Agency	4,008.00	334.00	
War memorial (lighting and maintenance)	650.00	32.36	
Street lighting (energy and maintenance)	2,000.00	-	
Street lighting (replacement programme)	5,000.00	-	
Pavilion	2,900.00	749.00	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	3,000.00	-	
Neighbourhood Plan	11,000.00	1,750.00	
Capital (to be allocated)	2,000.00	-	
Burial ground (ring fenced to Burial Authority)	2,520.00	-	
VAT	5,000.00	544.73	
TOTAL EXPENDITURE	68,159.10	8,819.74	