

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 6<sup>th</sup> August 2019, in the Much Hadham Village Hall, Green Room, at 7:30 pm.

\*Cllr I Hunt (Vice Chair)

\*Cllr Mrs J Liversage

\*Cllr D McDonald

#Cllr M McPherson-Pottle

\*Cllr B O'Neill

\*Cllr S Smith

Cllr Mrs P Taylor (Chair)

\*Cllr K Twort

\* denotes present and # denotes co-opted at the meeting (minute: 19/137)

In attendance: F Forth, Parish Clerk and 15 members of the public.

Prior to starting the meeting, the Chair highlighted that there would be drinks, nibbles and an opportunity to chat with Cllrs prior to the next meeting, from 7pm.

### 19/131. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Mrs P Taylor. In her absence, Cllr I Hunt chaired the meeting. Apologies were also received from the District Council representative – Cllr I Devonshire (EHC).

### 19/132. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

### 19/133. NOTIFICATIONS OF URGENT BUSINESS

None.

### 19/134. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- reminder of the Bank Holiday fete and that the Parish Council is running the Tombola. Village societies have been very generous in donating bottles but more still needed. Any non-perishable donations - bottles (alcoholic and non-alcoholic), tins, toiletries etc. can be delivered to the Village Hall on the next 3 Saturday mornings (10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> August) between 10am and 1pm, or to any Cllr's home if that's easier;
- the co-option of another councillor is later in the agenda to fill an existing vacancy. Unfortunately, Cllr Mrs K Chesters resigned last week due to an increase in her other commitments. She was thanked, on behalf of the Parish Council, for the refreshingly different perspective she brought to deliberations and, in particular, for her work on

relaunching the Parish Council Facebook page. This means that there is now a casual vacancy being advertised. If there is no election, it will be filled by co-option. Anyone interested in joining the Parish Council invited to chat with any existing Cllr; and

- it was noted with sadness that a former Parish Council Chair, Tony Baxter, had recently passed away at a relatively early age and condolences were extended to his family.

#### 19/135. MINUTES OF THE LAST MEETINGS

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

#### 19/136. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

The Clerk reported that, in conjunction with Cllr Mrs P Taylor, the outstanding matters report was being reviewed to make it more effective. A number of matters would be covered as part of members' reports.

#### 19/137. CO-OPTION OF PARISH COUNCILLOR

Martin McPherson-Pottle 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.

The Chair highlighted that he would be allocated a portfolio in due course.

#### 19/138. MEMBERS' REPORTS

##### (i) Community

##### Sports Association

The Clerk apologised that she had not circulated the summary play equipment inspection report and this item would be deferred to the September meeting. However, it was highlighted that as with the previous years, the inspection had not identified any high risk matters and similar issues continued to be found that were assessed as very low risk or low risk.

Cllr K Twort covered the following matters:

- there would be a second football team on Sundays;
- it had become evident that the outside toilet at the Pavilion was being abused by those, potentially, not even using the recreation ground. An auto closer was being installed which may help but if it continued to be abused, then it would have to be permanently locked. In the meantime, it was suggested that a toilet roll dispenser, a sanibin and soap dispenser should be installed; and

- whether the Parish Council should maintain the 30 metre strip between the war memorial and the recreation ground. The fence, which had deteriorated, had been removed from this section.

In terms of the final point, following discussion, it was agreed that the Clerk should write to the landowner requesting that this strip is maintained.

It was also agreed that Cllr Mrs J Liversage, as a member of the Staffing Committee, should speak to the Pavilion cleaner to improve the existing arrangements.

### Village Hall

Cllr B O'Neill highlighted the following matters:

- 3 quotes are being sought for repair work to the Village Hall roof and will be used when making an application for a Biffa grant;
- consideration is being given to installing solar panels on the south facing roof of the Village Hall with the potential benefits being outlined, including switching the water heating from immersion to solar and the provision of electric car charging points. The intention would be to include this in the application for a Biffa grant;
- it has become evident that bins provided by the Parish Council are being misused, and there is an increasing amount of littering. It was noted that this was a national problem; and
- the Drama Group have set up a Health and Safety Sub-Committee following the incident after the last Drama Group production.

Following discussion, it was agreed to remove bins in a trial area to see what happens. The Clerk has a litter bin map and this will be used by Cllrs to identify the trial area.

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

Cllr S Smith reported that a quote had been obtained to repair the seat at the top of Tower Hill and it was RESOLVED to approve the quote to repair the village bench at Tower Hill from Richard Kidger for maximum of £390.

### Public Rights of Way

Cllr S Smith reported on the following matters:

- Footpath 10 and 11 – major ground works in Kettle Green Lane to create a diversion to Footpath 11 in the bank opposite the entrance to Moor Park Place were undertaken by private contractors, with no prior warning and without any permission from Herts County Council (HCC) or the landowner. HCC were made aware of these works and the application to divert Footpath 10/11 is still under consideration. Note – this is not the Parish Council's responsibility and future decisions and actions on this diversion matter lie with HCC;

- Footpath and bridleway maintenance – footpaths and bridleways are mown/strimmed twice a year. A change in HCC contractor has meant the Spring work has been delayed but the Autumn work will start on time. Several local walkers report where one off maintenance is needed or to confirm that maintenance completed satisfactorily. Where paths cross a crop field, farmers are responsible for keeping paths open and accessible, with the timing usually linked to planting and harvesting crops; and
- Footpath 26 – path by the side of the Congregational Church needs repair where tree roots have pushed up the tarmac. HCC re aware and have requested the removal of 3 trees and the tarmac levelled.

Cllr B O'Neill commented that tree roots are also affecting the footpath off Windmill Way.

(iii) Highways

Cllr B O'Neill reported that:

- the pothole on Winding Hill had been reported on the fault reporting website;
- the foliage obscuring the traffic calming sign (SID) near Windmill Way had been cleared; and
- the streetlight outside the Almshouses was due to be reinstalled on Friday (9<sup>th</sup> August).

(iv) Media

The Chair highlighted that this role had been undertaken by Mrs Chesters so there was nothing to report this month.

(v) Neighbourhood Plan

The Chair reported that the Neighbourhood Plan was now complete and ready for the pre-submission (Regulation 14) consultation which will commence on 12<sup>th</sup> August and end on 30<sup>th</sup> September. In addition, the 24-page Summary document was also complete.

In addition, the Chair reiterated that the Neighbourhood Plan is objective and its policies are evidence-based. It is holistic and inclusive, working for all strands of society and not dominated by a single-issue campaign. It is green, sustainable and puts the community in control of all the major planning decisions heading its way. It is unambiguous, fit for purpose and provides a high degree of certainty around planning outcomes. It also represents the community's values: preserving the past, serving the present and anticipating the future with confidence.

Following expressions of support from other Cllrs, RESOLVED to approve the Much Hadham Neighbourhood Plan Pre-Submission version 2019.

The Chair highlighted that hard copies of the Plan would be available at 7 locations throughout the consultation period: the libraries at Bishop's Stortford and Ware, the Forge Museum café, Hopleys café, the Bull Inn, St Andrew's church and East Herts offices at Wallfield. In addition, there would be a drop-in event at the Village Hall between 1-4pm on 14<sup>th</sup> September, when further copies would be available. An electronic version would be available on the website.

For the Summary document, the Chair highlighted it contains all the policies of the Plan. RESOLVED to approve the Much Hadham Neighbourhood Plan Pre-Submission Summary 2019.

The Chair encouraged residents to take time to read both documents and give full consideration to the issues and policies. Residents will be able to respond to the consultation in 3 ways: by returning the response form attached to the Summary, by using the online survey, or by downloading and completing a fillable pdf form from the website and emailing it to the Clerk.

Finally, the Basic Conditions statement and the Strategic Environmental Assessment (SEA) Screening Report were received.

(vi) Security

Cllr Mrs J Liversage stated that PCSO Leon de Bruyn had provided a crime report covering the last 2 months so some of the matters had been reported to the previous meeting as a result. There had been police reports on the following matters:

- audible alarms;
- a hanging cable in the road;
- an instance of anti-social behaviour; and
- a concern for welfare.

She also highlighted that the police had changed their approach for reporting lost and found items, with the list of what the police would accept reports about being reduced.

(vii) Other

None.

19/139. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

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

#### 19/140. RESIDENTS' COMMENTS

(i) The Junk Shop, Green Tye

A resident enquired whether the Parish Council knew what was happening to The Junk Shop as this property, since empty, was deteriorating and there was evidence of drug use behind the building. In addition, it was opined that the buildings were structurally unsound, and the police had been called in respect of the drug use. The Chair responded that nothing was known of and the Clerk agreed to identify who the contact at East Herts Council should be.

(ii) Update on the planters

In response to a requested update, particularly in relation to the hamlets, the Chair highlighted that this would be reported on at the next meeting.

(iii) Windmill Way

Support from the Parish Council was sought by a resident as the parking within Windmill Way was such that pedestrians were having to walk in the road. Following a discussion on options, consideration to be given to reconvening the Traffic Working Party to investigate as a number of other roads have similar problems.

#### 19/141. FINANCIAL

(i) Payment of Accounts

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

## PAYMENT OF ACCOUNTS - AUGUST 2019

Chq	Payable to	For	Amount
935	BA ICCM	Course fee - Cemetery Management & Compliance	162.00
936	BA MH Landscapes	Maintenance at burial grounds Apr - Jun '19	540.00
937	EG Brett	Gate repair on Footpath 26	60.00
938	Govresources Ltd	Planning advice (NP)	1,800.00
939	E.ON	Lighting for war memorial	35.87
940	CPRE	Annual membership	36.00
941	GT Mission Hall	Hall hire 2 July 2019	35.00
942	EMC Contracts Ltd	Repairs to Pavilion	720.00
943	East Herts Council	Annual dog bin charges	1,822.93
944	East Herts Council	Annual play area inspection	53.63
SO	M Windmill	Litter Agency (August)	334.00
SO	F Forth	Clerk's salary (August)	581.10
<b>Total payments</b>			<b><u>6,180.53</u></b>

Cheques will be signed and despatched following the meeting.

### (ii) Financial Statement

The financial statement for 2019/20 was received. The summary financial position is detailed below and comparison to the annual budget is attached at Appendix A.

The Clerk highlighted that despite East Herts Council regularly stating that it was unlikely that the New Homes Bonus would be paid, £13,467 had been received recently. It was suggested that the Parish Council should investigate investing in the parish with these funds, either for the lighting conversion and modernisation programme or for other items suggested by residents or in the Neighbourhood Plan. The Chair clarified that there was an action plan of items in the Plan, generated from the work that had been completed.

## SUMMARY FINANCIAL POSITION AS AT 6 AUGUST 2019

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2019	47,134.88	17,037.46	64,172.34
Income	33,438.47	2,440.00	35,878.47
Expenditure	- 19,413.03	- 1,165.53	- 20,578.56
Closing balance	<u>61,160.32</u>	<u>18,311.93</u>	<u>79,472.25</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>

### 19/142. PLANNING

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

### 19/143. URGENT BUSINESS

None.

### 19/144. CLERK'S INFORMATION

The Clerk highlighted that the vacancy notice, referred to earlier, would expire on the 21<sup>st</sup> August and if no election called, the Parish Council would then be able to advertise for candidates for co-option.

### 19/145. DATE OF NEXT MEETING

The next meeting will be Tuesday 3<sup>rd</sup> September 2019, at 7:30 pm in the Much Hadham Village Hall, Green Room, with refreshments beforehand from 7:00pm.

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There being no further business the meeting closed at 8.31 pm.



# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2020

### BUDGET TO ACTUAL COMPARISON AS AT 6 AUGUST 2019

(Parish Council only)	FULL YEAR	YEAR TO	COMMENT
	2020	DATE	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Precept	39,000.00	19,500.00	50% received to date
Litter Agency	4,085.00	-	
New Homes Bonus	8,243.00	13,467.00	Significant increase not known of
Pavilion income	750.00	299.00	
Grant	6,500.00	161.00	
Other	95.00	11.47	
VAT reclaimed	5,000.00	-	
<b>TOTAL INCOME</b>	<b>63,673.00</b>	<b>33,438.47</b>	
<b>EXPENDITURE</b>			
Staff costs	6,973.64	2,905.50	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,400.00	937.61	
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	-	This will be £51.15 - invoice awaited
Maintenance of open spaces	8,500.00	2,883.80	
Litter Agency	4,008.00	1,670.00	
War memorial (lighting and maintenance)	650.00	66.52	
Street lighting (energy and maintenance)	2,000.00	-	
Street lighting (replacement programme)	5,000.00	-	
Pavilion	2,900.00	1,765.39	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	3,000.00	-	
Neighbourhood Plan	11,000.00	3,250.00	
Capital (to be allocated)	2,000.00	-	
VAT	5,000.00	1,441.17	
<b>TOTAL EXPENDITURE</b>	<b>65,639.10</b>	<b>19,413.03</b>	