

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 1st October 2019, in the Much Hadham Village Hall, Green Room, at 7:33 pm.

*Cllr I Hunt (Vice Chair)

*Cllr Mrs J Liversage

#Cllr Mrs H Maduhu

*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: 19/168)

In attendance: F Forth, Parish Clerk and 8 members of the public.

19/162. APOLOGIES FOR ABSENCE

None.

19/163. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr S Smith declared an interest in the following agenda items and would therefore not be voting on the related motions:

- interest in the planning application relating to the Recreation Ground (agenda item 19/173); and
- interest in a cheque to be approved (agenda item 19/174(i)).

In addition, RESOLVED to approve Cllr S Smith's application for dispensation to participate in the discussion, but not vote, in respect of all business relating to the operation of the Tennis Club on the Recreation Ground, specifically agenda item 19/173.

No other declarations were made or applications for dispensations sought.

19/164. NOTIFICATIONS OF URGENT BUSINESS

None.

19/165. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- Heidi Maduhu was welcomed and reference made to her being considered for co-option later in the meeting; and
- thank you to all residents who had attended the Neighbourhood Plan consultation event on the 14th September which Cllr I Hunt would refer to during his specific

agenda item. In addition, members of the Neighbourhood Plan Steering Group were thanked for all their hard work in presenting the draft Plan thus far.

19/166. MINUTES OF THE LAST MEETINGS

RESOLVED that the minutes of the last meeting held on 3rd September 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

19/167. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

Majority of items being covered under specific agenda headings. The bus shelter quotes were still being sought and the invoice for the three streetlights needs to be chased. Cllr B O'Neill confirmed that the lifting of the column in Church Lane was still outstanding, but this could become part of the potential next phase of work.

19/168. CO-OPTION OF PARISH COUNCILLOR

The Chair welcomed Heidi Maduhu to the meeting and gave her an opportunity to introduce herself to those present. Following questions, it was RESOLVED to co-opt her as a Parish Councillor and the appropriate governance documents were signed.

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

19/169. MEMBERS' REPORTS

(i) Community

Sports Association

Cllr K Twort reported that he had attended the recent Sports Association meeting and no issues identified. He also stated that he would be undertaking a survey of the trees around the boundary of the Recreation Ground with a qualified tree surgeon. It was noted, that the tree surgeon would also survey the trees in the Burial Grounds as well.

Playground

The Clerk stated that the latest half yearly report had been circulated with the agenda which details a number of defects or actions required. The majority of these are low risk items, the exceptions being:

- zip wire – high risk as there is a rotting post within the structure. The seat has been removed to prevent use and a notice was tacked on stating this; and
- logs and stones – medium risk due to various logs decaying which are unfixed or loose.

During discussion, the following points were made:

- the quote totals more than £1,300 therefore additional quotes are required if all items listed are to be addressed. In addition, Financial Regulations prevent only selecting some items for action to negate the need for additional quotes;
- the structural repair to the zip wire may be covered by the warranty issued when the playground was installed. The Clerk is investigating this;
- some negative feedback had been received that the playground was looking its age;
- the playground should be maintained, and consideration given to phasing in new equipment; and
- a plan should be developed to address the low risk items.

The Chair suggested that a user group be established to consider these points in more detail. In the meantime, in relation to the medium risk item, the Clerk to obtain more details regarding the proposed work, including what would be done with the logs.

Pavilion

The Chair reported that there had been some issues with the Pavilion over the summer but was pleased to announce that a new caretaker/cleaner had started. Duncan Billson was welcomed to the meeting and it was noted that he also undertakes similar work at the Village Hall.

Village Hall

Cllr B O'Neill stated that there were no matters to report as the next meeting was not until the 8th October. It was noted that there were new stage curtains in the main hall and that the external redecoration work had been completed.

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

Cllr S Smith reported that the seat at the top of Tower Hill had been repaired to a very good standard and all other Cllrs concurred.

Public Rights of Way

Cllr S Smith reported the following matters:

- Footpath 26 – by the side of the Methodist Church has been cordoned off as the tarmac is being replaced. This is due to be completed by Friday;
- Footpaths 10/11 – Kettle Green Lane – the process for the legal order to divert the footpaths has started and a consultation letter is expected. It has been confirmed that Herts County Council will not take any retrospective action in relation to the premature work completed;
- Footpath 21 – 6' weeds have been mowed and hedges trimmed;
- Footpaths 13/14 – fields have been recently ploughed making access difficult. The landowner has been warned to rectify this within 14 days;

- Bridleway 52 – the farmer had been asked to fill in the deep ruts and had done so with bricks and stones which is not suitable for horses. The landowner has been asked to redo this; and
- Bridleway 28 – the large fallen tree has been removed.

Other

Both the Chair and Cllr Mrs J Liversage referred to the phone box at Standon, outlining that this has plants growing within it and how attractive it looks. It was suggested that something like this be considered for the phone box at Tower Hill as other alternatives are too risky given its closeness to the road.

(iii) Highways

The Chair stated that she had recently met with Highways and the key points from the meeting are detailed in Appendix A.

Cllr S Smith provided an update in relation to the fallen trees at Winding Hill. Following raising this at last month's meeting, he had raised this with Herts County Council and the owner had been identified. As of today, it looks like a significant amount of the debris has been removed.

(iv) Media

Nothing to report.

(v) Neighbourhood Plan

Cllr I Hunt reported that the Pre-Submission Consultation had continued during September and included the Drop-In event on 14th September where there had been a good level of engagement with the issues from those who attended. The Steering Group, and supporters, were thanked for making it a high-quality event.

He also highlighted that an email had been received alleging that the message given at the event was "it is this Plan or no Plan" and that "even if there are a high number of responses to the consultation requesting changes, the Plan will not be revised". This was not the case and the Steering Group continues to be open, transparent, compliant, consultative and inclusive of all ideas.

Cllr I Hunt stated that the consultation had concluded yesterday at midnight and those that had contributed their views were thanked. Over 100 responses had been received and these are being collated and analysed. It is not known how long this will take or what the impact on the draft Plan will be.

He also commented that interest in Moor Place Gate continues, and it was reiterated that no viable alternative sustainable site within the village or touching its boundary has been put forward by a landowner as a potential replacement for it. If such a site were to come forward in the next few weeks then, subject to the approval of the Parish Council and advice from East Herts Council (EHC), the consultation would be refreshed.

As an aside, Cllr I Hunt reported that an approach had been received recently from owners of a large plot on Oudle Lane for development but it lies entirely within Flood Zones 2&3. It was also added that EHC had reiterated within the last week that the option of using a windfall allowance was not appropriate, for the reasons stated in the Plan, primarily that sufficient site allocations are already available.

Finally, depending on the extent of changes required to the Plan arising from the consultation, Cllr I Hunt stated that the aim was to submit a Parish Council approved version to EHC by Christmas. However, if there are substantial changes or challenges requiring significant reworking, this would inevitably push back the timeline.

(vi) Security

Cllr Mrs J Liversage stated there was nothing much to report: only an unsuccessful attempted break in from an outbuilding at a residential property in Perry Green. In addition, she reported that there had been a knife amnesty in Hertfordshire during September that had resulted in 681 knives, of a variety of styles, being surrendered from across the County.

Those present were also reminded to call 101 for all non-emergency matters.

(vii) Other

None.

19/170. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Neither Cllr I Devonshire (EHC) or Cllr G McAndrew (HCC) were present therefore no reports.

19/171. RESIDENTS' COMMENTS

(i) Playground

A resident confirmed that the playground had been installed in 2010, costing around £80,000.

The Chair reiterated from an earlier agenda item that if any parent wished to get involved in making sure that the playground was in good condition or support any future development of it, to get in touch.

(ii) Coxs Lane

A resident reported that a tree was down over the bridleway which was blocking access for horse riders although walkers could continue to pass underneath. It was highlighted that the resident could report this directly on the fault reporting website – Herts County Council – and Cllr S Smith highlighted that he would report it too. He also stated that adding a photo to the fault report is useful, as is ticking the urgent/dangerous box, if that's the case.

(iii) Neighbourhood Plan consultation

A resident thanked the Neighbourhood Plan Steering Group for the excellent and professional work that has been completed.

19/172. MUCH HADHAM BOWLING CLUB

Following discussion, it was RESOLVED to make a contribution of £1,500 from the S106 monies for the repair of the green surrounds.

19/173. PLANNING APPLICATION RELATING TO THE RECREATION GROUND

Note – standing orders were suspended for this item to allow the Much Hadham Tennis Club representative to contribute.

It was agreed to consider this item as two separate but related issues. Firstly, the Tennis Club is seeking permission from the Parish Council as landowner for the hut to be erected on its land. Secondly, the Tennis Club is seeking the Parish Council's support for its planning application 3/19/1806/FUL.

The Club representative reminded those present that the proposed hut was to enable players to store their belongings, for shelter, to provide a toilet, enable refreshments to be served and to also enable safeguarding issues to be addressed, particularly for children playing at the Club. The Club is also willing to work with the Parish Council in terms of the overall finish of the building, colour etc.

Cllrs sought clarification on how the hut would be sited, whether the Fete Committee had any objections and how utilities would be installed. Satisfactory responses were received.

RESOLVED to approve the erection of the hut on the Recreation Ground for the use of the Tennis Club subject to agreement on utilities and finish.

Cllr S Smith did not vote due to the declared interest.

Cllr I Hunt, as Planning Committee Chair, outlined the points for consideration of the planning application 3/19/1806/FUL submitted by the Tennis Club. RESOLVED to support this planning application.

Cllr S Smith did not vote due to the declared interest.

The Club representative was asked to circulate potential dates for a meeting with the Parish Council to the Chair and Cllrs I Hunt and K Twort.

19/156. FINANCIAL

(i) Payment of Accounts

RESOLVED that the accounts, as shown below, be duly authorised for payment. Cllr S Smith did not vote due to the declared interest.

PAYMENT OF ACCOUNTS - OCTOBER 2019

Chq	Payable to	For	Amount
950	Ringway Infrastructure Services	Almshouse light (FL61R Tower Hill)	2,696.78
951	C Copper	Cut front hedge & trim grass verges at Recreation Ground + cut hedge & brambles from bus stop to churchyard at Causeway	355.00
952	S Smith	Reimburse printing footpath maps	34.08
953	East Herts Council	Election costs	51.15
954	Richard Kidger	Repair seat at Tower Hill	390.00
955	Broadmead Leisure	Playground inspection Sep '19	60.00
956	PKF Littlejohn LLP	External audit fee for 2018/19	360.00
DD	BA Affinity for Business	Water bill for St Andrew's	18.65
DD	BA Affinity for Business	Water bill for Perry Green	25.12
SO	M Windmill	Litter Agency (October)	334.00
SO	F Forth	Clerk's salary (October)	581.10
Total payments			<u>4,905.88</u>

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 overleaf and comparison to the annual budget is attached at Appendix B.

SUMMARY FINANCIAL POSITION AS AT 1 OCTOBER 2019

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2019	47,134.88	17,037.46	64,172.34
Income	57,162.60	2,440.00	59,602.60
Expenditure	- 25,786.09	- 1,202.00	- 26,988.09
Closing balance	<u><u>78,511.39</u></u>	<u><u>18,275.46</u></u>	<u><u>96,786.85</u></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><u>17,357.80</u></u>

(iii) Annual Governance & Accountability Return (AGAR) 2018/19

The Clerk reported that an unqualified opinion had been issued on the Parish Council's AGAR and no other matters had been raised. As required, the audited AGAR had been published, on the website and noticeboards, on 26th September, along with the notice concluding the audit.

She also highlighted that next year's submission deadline is likely to be 29th June, easily achieved as the draft AGAR and accounts will be considered at the May meeting, and the local electors inspection period would be 3rd June to 14th July.

The Chair and Cllr I Hunt both thanked the Clerk for the result of the audit.

(iv) Bank reconciliations

The Clerk highlighted that the September bank reconciliations had been reviewed by Cllr Mrs J Liversage prior to the meeting and no issues were identified.

19/175. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 3rd September 2019 be received and the decisions taken be ratified.

19/176. URGENT BUSINESS

None.

19/177. CLERK'S INFORMATION

The Clerk highlighted that she had been contacted regarding the placement of recycling bins for clothing by a couple of charities, outlining that the Parish Council would get a percentage of the income earned from the sale of any textiles recycled through the bins. It was agreed that the Clerk would circulate more information on this for consideration.

19/178. DATE OF NEXT MEETING

The next meeting will be Tuesday 5th November 2019, at 7:30 pm in the Green Tye Mission Hall. In addition, the Chair highlighted that the dates for meetings in 2020 would be circulated once the availability of venues had been confirmed.

There being no further business the meeting closed at 9.14 pm.

KEY POINTS FROM MEETING WITH HERTS COUNTY COUNCIL (HCC) HIGHWAYS

The Chair met with Cllr Graham McAndrew (HCC) and Highways representatives on 20th September 2019. Representatives from Green Tye and Perry Green were also present.

TOPIC	DETAILS
Kettle Green Lane passing places	Option 2 (£45,000) being processed. Actions now needed by HCC. Applying for the funds: detailed design prepared: construction carried out. envisaged complete within approx. 12-18 months
Welcome to MH signs	3 installed – southern one stolen 2 days later!!! Will be re-instated shortly – residents are requested to monitor closely!!! Planning a planter under the B1004 sign – and another at southern end perhaps, and the hamlets have also requested 2, which they will maintain.
20 mph limit? And speed limits in general	So advisory “School 20 when lights show”, signs will be erected. Only during School start and end of day as existing signs. North position existing is fine. Southern position requires re-positioning nearer the edge of the pavement as no-one sees the existing one at all. Funding received – action now with Street Lighting Signs dept for processing before end March 2020.
KGL/Malting Lane junction at Hadham Cross: DOUBLE YELLOW LINES:	Double yellow lines (condition of Walnut Close development) Section 278 agreement badly written. Line will be drawn under Rule 243 Highway Code, neighbours consulted and any objections negotiated. Barring problems and Funding provided by Developer, then looking at September 2020 for completion.
Church Lane – Trees on left hand bank need pollarding (facing church)	HCC now accepted verge and trees theirs, and trees now entered on Schedule. Review of trees and quotes for necessary works required will be added to Inventory. Works should be completed this winter, before March 2020.

TOPIC	DETAILS
Malting Lane	A lot of residents unhappy about damage to cars and property. Weight restriction would not allow bin lorries and therefore not practicable. Volume/Speed/Direction survey to be carried out before end of year. (Cannot identify sizes of vehicles without an HGV survey). Advisory HGV weight restriction could be investigated after survey results received. Note – survey 24/7 for 7 days therefore will pick up non-compliance with access restrictions.

HAMLETS

TOPIC	DETAILS
Joyce's Cottage bend	<p>It was noted that dangerous eroded highway edges had been temporarily filled this summer. Highways outlined proposal to carry out permanent works to this area. Jeff/Mark highlighted that the actual corner (opposite Joyce Cottage) did not appear to be included and was the worst affected area. This would be investigated further. Jeff/Mark put forward proposal to re-instate verge with splay kerb and grasscrete. This possibility would be investigated. All proposed highways works have to go through Safety Advisory.</p> <p>HGV Survey had been already requested to be funded by Cllr McAndrew's LGB. To be carried out this Autumn. (The work to fill potholes in eroded verges hopefully to be funded with new programme of funding – CAT 6, Possibility for 2019/20 Financial Year)</p>
St Thomas' Church triangle junction	<p>Highways are arranging an HGV study in the area to be undertaken during term time within current financial year, i.e. before the end of this year, funded by Cllr McAndrew's Locality Budget</p> <p>Highways agreed to investigate proposal to splay kerb and grasscrete one side of the triangle (along the main road). It was agreed to ALSO arrange Volume/Speed survey as well as the HGV Survey mentioned above.</p>

Penny Taylor
September 2019

MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2020

BUDGET TO ACTUAL COMPARISON AS AT 1 OCTOBER 2019

(Parish Council only)	FULL YEAR	YEAR TO	COMMENT
	2020	DATE	
	BUDGET	ACTUAL	
	£	£	
INCOME			
Precept	39,000.00	39,000.00	
Litter Agency	4,085.00	4,209.51	
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	26.09	
VAT reclaimed	5,000.00	-	
TOTAL INCOME	63,673.00	57,162.60	
EXPENDITURE			
Staff costs	6,973.64	4,067.70	
PWLB loan repayment	5,387.46	2,693.73	
Administration costs	2,400.00	1,151.01	
Insurance	3,400.00	1,369.31	
Audit fees	720.00	730.00	
General Data Protection Regulation compliance	200.00	35.00	
Election expenses	1,500.00	51.15	Election was uncontested
Maintenance of open spaces	8,500.00	3,678.80	
Litter Agency	4,008.00	2,338.00	
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	2,015.01	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	3,000.00	-	
Neighbourhood Plan	11,000.00	3,340.00	
Capital - Almshouse street light	-	2,247.32	Majority of this funded by insurance claim
Capital (to be allocated)	2,000.00	-	
VAT	5,000.00	2,002.54	
TOTAL EXPENDITURE	65,639.10	25,786.09	