

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council meeting held on Tuesday, 3<sup>rd</sup> December 2019, in the Much Hadham Village Hall, Green Room, at 7:31 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

In attendance: F Forth, Parish Clerk and 2 members of the public.

### 19/195. APOLOGIES FOR ABSENCE

Apologies for absences were received and approved from Cllr Mrs J Liversage. No apologies were received from Cllr M MacPherson-Pottle so his absence was not approved.

### 19/196. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr I Hunt declared an interest in a cheque to be approved (agenda item 19/204 (i)) and would therefore not be voting on the related motion.

No other declarations were made or applications for dispensations sought.

### 19/197. NOTIFICATIONS OF URGENT BUSINESS

None.

### 19/198. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- the "World's Big Sleep Out", drawing worldwide attention to the Homeless, is this Saturday (7<sup>th</sup> December) and anyone interested in getting involved and sleeping at St Andrew's Church that night to contact Cllr B O'Neill. Alternatively, donations can be made on the "World's Big Sleep Out" website; and
- Hertfordshire Police are launching a new initiative called ECHO, an easy way for residents to share their views and opinions about policing in Hertfordshire. Our local Police Community Support Officer (PCSO) will be attending the January Parish Council meeting with a representative from HQ to explain it in more detail.

## 19/199. MINUTES OF THE LAST MEETINGS

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

## 19/200. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

The Clerk highlighted that outstanding items were expected to be covered by subsequent agenda items. In addition, the Chair stated that the report is being revised to be easier to report back on progress.

## 19/201. MEMBERS' REPORTS

### (i) Community

#### Recreation Ground

Cllr K Twort and Cllr D MacDonald reported that they had attended the recent Sports Association meeting. Key points were: tennis hut reviewed; issues had been resolved for some individual clubs requesting funding from the Recreation Trust; and the Recreation Trust have asked if a sign could be put on the Pavilion to let people know where the money from the Fete goes in the village. This was agreed.

#### Dog fouling

The Clerk reported that a request for suggestions for dealing with dog fouling had been included in an HAPTC bulletin but no information received as a result of this. However, HAPTC did identify the following suggestions:

- speak to the District Council as they employ dog wardens;
- get local Primary School children to design posters which can be laminated and displayed or turned into permanent signs, such as "scoop not poop", with graphic hand-drawn pictures;
- have an awareness day when Cllrs go around with little flags which they stick on each piece of fouling;
- talk to other dog walkers who comply, get them on side to help; maybe have a sign that if the problems continue all dogs will be banned; and
- identify if there are people walking dogs as a business which is leading to increased fouling.

In addition, HAPTC provided a number of legal topic notes which highlighted that Dog Control Orders were replaced by Public Spaces Protection Orders (PSPOs). In 2018, the Parish Council made a decision to include the requirement for dogs on leads on the Recreation Ground in the consultation that East Herts Council were undertaking on PSPOs. The Clerk has now identified that the Recreation Ground was not included in this consultation and will identify why not.

In discussion, it was suggested that awareness could be heightened by asking St Andrew's School to hold discussions with children, who could pass this back to their parents.

Once advice is received, the Clerk will produce two versions of new large warning signs, either "Dogs must be on leads" or "No dogs allowed", for the Parish Council to approve. Consideration could also be given to installing sensor spotlights on these new signs.

### Playground

The Clerk reported that the meeting with Wicksteed for the 21<sup>st</sup> November had been cancelled and rescheduled for the 9<sup>th</sup> December.

### Village Hall

Cllr B O'Neill reported that a successful Christmas Fayre had been held at the Village Hall recently. In addition, the Village Hall Management Committee were happy to put up the sign referred to earlier from the Recreation Trust on how the funding from the fete supported the operation of the building.

The Clerk reported that the location of all rubbish bins in the parish had been requested from East Herts, with the Chair commenting that this would be used to undertake a survey of these bins in terms of usage and state of repair.

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

### Public Rights of Way

Cllr S Smith reported that the maintenance work on the footpaths and bridleways was complete for this year. In addition, he highlighted the following specific items:

- Restricted Byway 42, which runs across the fields south of Green Tye has disappeared, as accidentally ploughed by the farmer. Herts County Council have issued a warning and the farmer has agreed to re-instate this Byway; and
- consultation for the diversion order for footpaths 10/11, where these meet at Kettle Green Lane, will be issued in the next few weeks.

Cllr S Smith also commented that there is dog fouling on the footpaths as well, particularly on the inner circle of paths, and this is where dogs must be on leads. Consideration to be given to more publicity and additional signs.

## (iii) Highways

Cllr B O'Neill's reported that the meeting to advance modernising the street lights had been moved from the 26<sup>th</sup> November to 10<sup>th</sup> December.

In addition, Cllr B O'Neill highlighted that there was plenty of salt available in the parish, including in a number of places within the village. It was suggested that a note be put up in Londis to advertise availability of salt to residents to clear pavements in front of their houses.

The Chair reported that the next meeting with Cllr G McAndrew (HCC) regarding Highways was scheduled for the 20<sup>th</sup> January. It is expected that the results of the speed/volume traffic surveys, undertaken in Malting Lane and the hamlets, will be available.

Cllr S Smith provided an update in relation to the fallen trees at Winding Hill, adding that the pothole on the bend is dangerous and, whilst reported by a number of residents, Highways have stated that it is not deep enough to be filled. Cllr S Smith will continue to pursue these matters.

(iv) Media

The Chair reported that the Cllr H Maduhu would be getting involved with this item from January with the first task being to update the website.

(v) Neighbourhood Plan

Cllr I Hunt read his report, included at Appendix A, which provided the following key points:

- Steering Group meeting held on 26<sup>th</sup> November and Minutes have been circulated for agenda item 19/207;
- Moor Place Gate has been dropped from the list of allocated sites as East Herts Council were not keen to support community housing or give up the nomination rights, meaning that there will be no affordable housing in the Plan;
- reliance will be placed on the windfall allowance for 8 properties meaning that the Plan will have no say in their location or size or tenure;
- resolutions were made to re-designate sites with planning permission as allocated sites and to not proceed with two newly proposed sites;
- a loophole closed to prevent development in the rural area if the district falls behind on its housing delivery;
- policy to permit onsite staff housing at St Elizabeth's withdrawn as not needed;
- work continues on incorporating suggestions from the consultation;
- the need for a detailed Strategic Environmental Assessment (SEA) was explained; and
- some statistics regarding Neighbourhood Plans nationally were provided.

In response to a question, Cllr I Hunt explained that a SEA scoping report had already been completed but as this was not independent, a full report is likely to be requested as without it an examiner might find the Plan not to be soundly based. A full report would provide evidence of whether additional policies are required.

(vi) Security

Cllr Mrs H Maduhu reported that PCSO Leon de Bruyn had provided a crime report covering 5<sup>th</sup> November to 2<sup>nd</sup> December and summarised the information as follows:

- two thefts from motor vehicles;
- two criminal damage incidents;
- one attempted interference with a motor vehicle; and
- one trespass in pursuit of game – hare coursing, and an arrest made.

In addition, it was reported that a number plate had been stolen.

Finally, the following OWL alerts were given:

- be aware of dark nights and the increased risk of burglary;
- risk of theft of keyless cars using keyless detection devices to unlock the car – owners warned to keep spare keys away from the front of the house; and
- police are cracking down on drivers using mobile phones.

(vii) Other

Planters

The Chair highlighted that a meeting seeking volunteers to help with the planters is taking place on 12<sup>th</sup> December in the Pavilion, 7:30pm. Following the article in the Parish Magazine, one volunteer has already come forward.

19/202. REPORTS FROM DISTRICT COUNCILLOR AND COUNTY COUNCILLOR

Cllr I Devonshire (EHC) reported on the following items:

- he had visited the Warren Park Heritage and Craft Centre, outlining the variety of tenants currently in place, commenting that it is a success story for sustainable businesses; and
- the Bishop's Stortford High School exhibition ends today but the information is still available online.

In addition, Cllr I Devonshire (EHC) noted that the Neighbourhood Plan ruled out development outside the village boundary but wondered if anything could be done about the Jolly Waggoners site considering it is an eyesore at the entrance to the village. Cllr I Hunt responded that the Neighbourhood Plan was not the cause of this nor the solution. It is the owner's responsibility.

## 19/203. RESIDENTS' COMMENTS

### (i) Jolly Waggoners

A resident commented that the Jolly Waggoners site is looking better as the undergrowth is taking over so it is reverting to nature.

### (ii) Pavement from Spindle Bridge to The Lordship

A resident raised that the pavement from Spindle Bridge to The Old Lordship Farmhouse was in a bad state and dangerous as the bank is encroaching on it, forcing users into or closer to the road. This has been reported. The Chair commented that she had also reported it and would chase this matter up.

## 19/204. FINANCIAL

### (i) Payment of Accounts

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

#### **PAYMENT OF ACCOUNTS - DECEMBER 2019**

<b>Chq etc</b>	<b>Payable to</b>	<b>For</b>	<b>Amount</b>
969	Govresources Ltd	Printing, desktop publishing & planning advice (NP)	4,226.72
970	HAPTC	Training - new Cllr 20/11/19	40.00
971	C Copper	War memorial maintenance - annual charge	550.00
972	GT Mission Hall	Hall hire 5 November 2019	35.00
973	MH Village Hall	Hall hire for 2019 - PC £190.00 NP £127.50	317.50
974	Ian Hunt	Printing (NP)	114.30
975	MH Village Hall	Buildings insurance	813.80
976	MH Village Hall	D Billson - Pavilion cleaning	80.00
SO	M Windmill	Litter Agency (December)	334.00
SO	F Forth	Clerk's salary (December)	581.10
<b>Total payments</b>			<b><u>7,092.42</u></b>

Cheques will be signed and despatched following the meeting.

(ii) Financial Statement

The financial statement for 2019/20 to date was received. The summary financial position is detailed below and comparison to the annual budget is attached at Appendix B. In addition, the Clerk highlighted the cumulative information in relation to the Neighbourhood Plan spend, attached at Appendix C.

## SUMMARY FINANCIAL POSITION AS AT 3 DECEMBER 2019

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2019	47,134.88	17,037.46	64,172.34
Income	59,495.91	3,610.00	63,105.91
Expenditure	- 52,019.57	- 1,202.00	- 53,221.57
Closing balance	<u>54,611.22</u>	<u>19,445.46</u>	<u>74,056.68</u>

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

(1) Section 106 receipts	<u>4,570.00</u>
	<u>4,570.00</u>

(iii) Initial 2020/21 Budget and Forward Financial Plan

The Chair explained that the budget would be approved at the January meeting and the Clerk had circulated a draft for consideration at tonight's meeting. In addition to the usual business items, it included the following suggestions which had been made by various Cllrs:

- |                                    |   |
|------------------------------------|---|
| <u>Maintenance of open spaces:</u> | <ul style="list-style-type: none"><li>• £10,000 for development of a tree maintenance programme at the Recreation Ground</li><li>• £1,000 for bus shelter work</li><li>• £1,000 for signage</li><li>• £1,000 for litter bins</li><li>• £600 for planters</li><li>• £500 for maintenance of area around bus shelters</li></ul> |
| <u>War memorial:</u>               | <ul style="list-style-type: none"><li>• £400 to allow for moss clearance</li></ul>  |
| <u>Street lighting:</u>            | <ul style="list-style-type: none"><li>• £5,000 continued as an annual budget for street light replacement to LED, ongoing until all lights replaced</li></ul>   |
| <u>Neighbourhood Plan:</u>         | <ul style="list-style-type: none"><li>• £2,000 for consultancy costs to complete the Plan, providing no further surprises.</li></ul>  |
| <u>Capital items:</u>              | <ul style="list-style-type: none"><li>• £2,000 for a roller shutter at the Pavilion</li><li>• £800 for bollards at Moor Place Gate</li></ul>  |

The salient points from the discussion were:

- consider getting volunteers involved in helping to keep the village looking nice, with reference to “Tidy Up Bishop’s Stortford” (TUBS);
- identify whether charitable organisations would do any volunteer work for donations although this would incur a cost to the Parish Council;
- War memorial - the Chair will clarify what the existing work covers, bearing in mind that it is a listed item;
- there is no further funding requirement once the Neighbourhood Plan is passed over to East Herts Council;
- bollards at Moor Place Gate are to replace those that were previously on Parish Council land and knocked down. The replacement bollards could be made out of wood or stone but would need to be reflective; and
- from the Neighbourhood Plan, a “good neighbour guide” could be considered for funding.

The Chair reminded those present to provide any additional thoughts to the Clerk, including all Cllrs in any email. The Clerk reiterated that the latest date for any suggested changes is the 24<sup>th</sup> December.

#### 19/205. PLANNING

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

#### 19/206. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 1<sup>st</sup> October 2019 be received and the decisions taken be ratified.

#### 19/207. NEIGHBOURHOOD PLAN STEERING GROUP

The Clerk highlighted that there had been a minor change to the draft minutes circulated with the agenda, on page 3, item 11. The correct draft version of the minutes has been published on the website. RESOLVED that the minutes of the Neighbourhood Plan Steering Group meeting held on 26<sup>th</sup> November 2019 be received and the decisions taken be ratified.

#### 19/208. URGENT BUSINESS

None.

#### 19/209. CLERK’S INFORMATION

None.



19/210. DATE OF NEXT MEETING

The next meeting will be Tuesday 7<sup>th</sup> January 2020, at 7:30 pm in the Much Hadham Village Hall.

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There being no further business the meeting closed at 9:16 pm.

## NEIGHBOURHOOD PLAN REPORT

*Report presented by Cllr I Hunt, Chair of Neighbourhood Plan Steering Group*

I think most Councillors and residents interested in the Neighbourhood Plan will know by now that we have had to drop Moor Place Gate from the list of allocated sites. There is more detail in the minutes of the Steering Group's public meeting held last week, which were circulated to Councillors with the agenda but, briefly, East Herts Council (EHC) have not been willing to consider community housing, much less give up nomination rights so that we could promise local people would get priority for the new housing.

This was always a red line for us in pressing on with Moor Place Gate and it is disappointing that there seems to be no chance of any new social affordable housing in the village for the period of the Plan. It's a missed opportunity.

We will have to fill the shortfall in our housing target by relying on windfall housing for at least 8 dwellings – typically this tends to mean 1 or 2 units on infill plots, which could be approved for anywhere within the village boundary. The Neighbourhood Plan will have no say in their location or size or tenure.

Councillors will have seen from the Steering Group minutes that an update has been provided on the status of the consultation responses. Resolutions were made to re-designate sites with planning permission as allocated sites and not to proceed with newly proposed sites at Kettle Green Lane and Oudle Lane. A potential loophole that could have seen development in the rural area if the district falls behind with its housing delivery has been closed. Finally, at the meeting, a policy to permit St Elizabeth's to provide onsite housing for employees has been withdrawn as it is not required.

The next steps are to complete the work on incorporating suggestions from the consultation into the draft Plan and to undertake a Strategic Environmental Assessment (SEA) once EHC formally request it.

An assessment can be requested by EHC at the prompting of one or more of Historic England, the Environment Agency and Natural England. We submitted a screening report to determine whether the Plan was likely to have any significant environmental effects and concluded that the mitigating policies we were proposing meant that there would be none. However, Historic England have asked for one as they consider the Plan has the potential to have significant effects upon the historic environment simply by virtue of the number and scale of historic properties in the village. We await the formal request from EHC to understand whether the assessment also needs to cover landscape and river impacts but we expect not.

I'm not aware that any other parish in the district has been asked to provide an SEA report and there will be a substantial cost to providing it but we have the option of obtaining grant funding.

The Clerk will provide a financial update later in the agenda.

Finally, it may be of interest to some residents to know that across the country over 2,600 Neighbourhood Plans have been started and so far ~800 are complete and in force. There are about 400 Neighbourhood Plans that are now at the stage we have reached.

IH 3 December 2019

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2020

### BUDGET TO ACTUAL COMPARISON AS AT 3 DECEMBER 2019

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2020	2020	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Precept	39,000.00	39,000.00	
Litter Agency	4,085.00	4,209.51	
New Homes Bonus	8,243.00	13,467.00	Whilst higher bonus due to more housing, updated information from East Herts Council not provided when budget set.
Pavilion income	750.00	309.00	
Grant	6,500.00	312.25	
Other	95.00	2,198.15	Insurance claim for the Almshouse light of £2,147.32 received
VAT reclaimed	5,000.00	-	
<b>TOTAL INCOME</b>	<b>63,673.00</b>	<b>59,495.91</b>	
<b>EXPENDITURE</b>			
Staff costs	6,973.64	5,229.90	
PWLB loan repayment	5,387.46	5,387.46	
Administration costs	2,400.00	2,147.13	
Insurance	3,400.00	2,183.11	
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	4,318.80	
Litter Agency	4,008.00	3,006.00	
War memorial (lighting and maintenance)	650.00	651.06	
Street lighting (energy and maintenance)	2,000.00	-	
Street lighting (replacement programme)	5,000.00	-	
Pavilion	2,900.00	2,509.42	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	3,000.00	1,500.00	
Neighbourhood Plan	11,000.00	8,550.02	
Capital - street lights	-	11,079.62	£2,247.32 Almshouse - majority of this funded by insurance claim - and 3 street lights replaced in 2017-2018 £8,832.30
Capital (to be allocated)	2,000.00	-	
VAT	5,000.00	4,640.90	
<b>TOTAL EXPENDITURE</b>	<b>65,639.10</b>	<b>52,019.57</b>	

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2020

### CUMULATIVE SPEND AND FUNDING FOR THE NEIGHBOURHOOD PLAN AS AT 3 DECEMBER 2019

Year	Chq	Payable to	For	Amount (net) £	Balance £
<b>NEIGHBOURHOOD PLAN FUND</b>					
			Opening balance		10,000.00
2015/16		Total for the year		837.99	9,162.01
2016/17		Total for the year		1,588.29	7,573.72
2017/18		Total for the year		6,913.46	660.26
2018/19		Total for the year		1,996.45	- 1,336.19
				<b>11,336.19</b>	

Note - the overspent Neighbourhood Plan Fund was covered by the 2018/19 precept

#### **NEIGHBOURHOOD PLAN GRANT - 2017/18 (FULLY SPENT)**

			Opening balance		5,509.00
2017/18		Total for the year		5,509.00	-
				<b>5,509.00</b>	

#### **NEIGHBOURHOOD PLAN GRANT - 2018/19 [PART 1] (FULLY SPENT)**

			Opening balance		8,235.00
2018/19		Total for the year		5,529.50	2,705.50
				<b>5,529.50</b>	

#### **NEIGHBOURHOOD PLAN GRANT - 2018/19 [PART 2] (FULLY SPENT)**

			Opening balance		2,705.50
2019/20	961	Martin Adams	Subscription and copying	9.39	2,696.11
2019/20	962	Arc-In-Form Architects Limited	Consultancy	1,000.00	1,696.11
2019/20	964	Ian Hunt	Printing	427.60	1,268.51
2019/20	969	Govresources Ltd	Printing & front cover	572.27	696.24
2019/20	969	Govresources Ltd	Desktop publishing	450.00	246.24
2019/20	973	MH Village Hall	Hall hire	127.50	118.74
2019/20	974	Ian Hunt	Printing	95.25	23.49
				<b>2,682.01</b>	

#### **NEIGHBOURHOOD PLAN SPEND - 2019/20**

2019/20	923	Govresources Ltd	Planning advice	1,750.00	1,750.00
2019/20	938	Govresources Ltd	Planning advice	1,500.00	3,250.00
2019/20	946	GeoXphere Ltd	Parish Online mapping software	90.00	3,340.00
2019/20	961	Martin Adams	Subscription and copying	16.01	3,356.01
2019/20	964	Ian Hunt	Land searches £12	12.00	3,368.01
2019/20	969	Govresources Ltd	Planning advice	2,500.00	5,868.01
				<b>5,868.01</b>	

Total spend on the Neighbourhood Plan from all funding sources

**30,924.71**

Note - total spend for 2019/20 is £8550.02 (£2,682.01 + £5,868.01)

#### Analysis of total funding for the Neighbourhood Plan:

Neighbourhood Plan Fund	10,000.00
Grants received	13,720.51
Precept 2018/19	1,336.19
Precept 2019/20	5,868.01
	<b>30,924.71</b>