

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Parish Council virtual meeting held on Tuesday, 2<sup>nd</sup> February 2021 at 7:30 pm.

Cllr Mrs K Hamilton  
\*Cllr I Hunt (Vice Chair)  
\*Cllr Mrs J Liversage  
\*Cllr Mrs H Maduhu  
\*Cllr D McDonald

\*Cllr B O'Neill  
\*Cllr S Smith  
\*Cllr Mrs P Taylor (Chair)  
\*Cllr K Twort

\* denotes present

In attendance: F Forth, Clerk and 6 members of the public.

### 21/18. APOLOGIES FOR ABSENCE

Apologies for absences were received and approved from Cllr Mrs K Hamilton.

### 21/19. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr K Twort declared an interest in the Neighbourhood Plan (agenda item 21/27) and would therefore not be participating in nor voting on the related motion.

Cllr I Hunt declared an interest in a payment to be approved (agenda item 21/30 (i)) and would therefore not be participating in nor voting on the related motion.

No other declarations were made or applications for dispensations sought.

### 21/20. NOTIFICATIONS OF URGENT BUSINESS

None.

### 21/21. CHAIR'S ANNOUNCEMENTS

None.

### 21/22. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 12<sup>th</sup> January 2021 be accepted as a correct record of the proceedings and be signed by the Chair after the meeting.

## 21/23. REPORTS ON OUTSTANDING MATTERS AND RESOLUTIONS

The report circulated by the Chair was noted and most matters will be covered by specific agenda items. The following points were noted:

- water testing for Legionnaires still to be undertaken and the Clerk confirmed that there will be a certificate to display once the test has been completed;
- a response to the last letter sent to the developer regarding the village sign is being chased;
- one more quote being sought in relation to the repair of the village sign; and
- quotes for the bus shelter repairs are still being sought.

It is intended that a decision will be made regarding the repair work to the village sign and bus shelters at the March meeting.

## 21/24. MEMBERS' REPORTS

### (i) Community

#### Recreation Ground

CLlr K Twort reported that the Sports Association, similar to last year, would not be collecting fees from the associated clubs but would be relying on the Covid grant received.

#### Playground equipment

Specific agenda item – Minute ref: 21/29

#### Village Hall

CLlr B O'Neill stated there was nothing to report.

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

CLlr S Smith commented that more rain since the last meeting had resulted in further flooding in the usual places: Malting/Oudle Lane; Watery Lane and a few places on the High Street. In addition, footpaths and bridleways had also suffered from increased usage as residents escape lockdown for some exercise.

#### Public Rights of Way

CLlr S Smith provided an update on the following matters:

- railings: railings on Footpath 20 being repaired and consideration being given to installing steps where the path is most steep. This also applies to Footpaths 19 and

21 which are also difficult to climb in places. In the same area, the safety aspect of Footpath 18 is being investigated with a view to including more railings and steps;

- Footpath 46: dead Elm trees cleared;
- Footpath 25: the ramp where it joins Oudle Lane is being repaired;
- diversion order: next phase of Footpath 11's diversion order at Kettle Green Lane is imminent;
- Footpath 14: washed away material on top of the culvert at Blackbridge Lane is being replaced. In addition, the fallen waymarker post at the junction of Footpaths 14 and 53 is being reinstated;
- impassable footpaths: several footpaths (e.g. 24, 38) are virtually impassable in places as a result of heavy rains and extended usage, notably where gates or gullies are involved. Herts County Council are identifying major trouble spots with a view to firming up the ground with stones and other suitable materials; and
- Moor Place: proposed face to face meeting with the owner and Herts County Council will not be happening until lockdown relaxed. In the meantime, the Sports Association had been contacted by the owner regarding the installation of appropriate signage at the top of the Recreation Ground warning people not to traverse the gate and that the land beyond is private property. Similarly, the owner would place signage on their side with the hope that access to Footpath 10 at that point would be significantly reduced if not eliminated. It was noted that with the closure of the gap in the fence where it joins the old stile, walkers would now have to use just the two access points to Footpath 10, i.e. at Moor Place Gate and at Kettle Green Lane.

Cllr I Hunt noted that "Parish Online" had produced a digital map of the parish footpaths network for all of Hertfordshire which is available online.

### (iii) Highways

The Chair reported that the next meeting between the Parish Council, Highways and Cllr G McAndrew (HCC) was planned for the end of February. In addition, she provided the following update:

- the purpose of the new posts at Hadham Cross had been queried;
- Highways had been instructed to replace the posts at the Broadfield Way traffic calming with bendy ones; and
- the kerbing works at St Thomas' triangle are scheduled for the second week of March.

Cllr B O'Neill reported that he had re-instated the salt bin from the road on Stansted Hill and cleared nearby gullies.

The Chair also highlighted that the 3 main drains along the wall from the Fire Station towards Hadham Cross were actually working well and were simply not coping with the volume of water. In addition, she commented that awareness should be raised to keep the covers clear of rubbish so that the drains do not become blocked.

The Chair also noted that workmen had been seen outside the Hall, attending to the drain adjacent to the Hall's main entrance.

(iv) Media

Cllr Mrs H Maduhu highlighted that throughout the past month, the NHS across Hertfordshire had been contacting those 80 and above to offer them the Covid vaccination. More details about the roll out of the vaccination can be found on this website:

<https://www.healthierfuture.org.uk/covid>

Cllr Mrs H Maduhu provided the latest statistics for the Parish Council Facebook page, indicating that the December meeting highlights post had reached 100 people, a major increase in comparison to the previous month's post, and had resulted in 16 unique engagements to the page through reactions, comments, shares and clicks.

(v) Neighbourhood Plan

Specific agenda item – Minute ref: 21/27

(vi) Security

Cllr Mrs H Maduhu stated that no local crime report had been received but highlighted that Covid related email and message scams were continuing with latest ones looking like they are from the NHS, indicating that Covid vaccines could be arranged for a fee. Everyone is reminded that the NHS will never:

- ask for a payment for the vaccine – all vaccines are free;
- ask for bank details;
- arrive unannounced at your home to administer the vaccine; or
- ask for documentation to be sent to prove identity.

Finally, Cllr Mrs H Maduhu stated that any frauds should be reported to Action Fraud: Phone 0300 123 2040 or website [www.actionfraud.police.uk](http://www.actionfraud.police.uk).

Cllr B O'Neill reported that a new vaccination centre was being opened in Bishop's Stortford, at the Avanti School, Farnham Street. It was noted though that it was more likely that local residents would be sent to the centre at the football club.

(vii) Other

Planning matters

Cllr I Hunt reported that there was no Planning Committee meeting this month as there were no new planning applications to discuss and no significant progress to report on either enforcement matters or planning appeals.

However, Cllr I Hunt wanted to draw attention to the following matters:

- all the plots in the subdivided field on Kettle Green Lane were believed to have been sold and the land designated as the access road through the site serving these plots is being sold at auction on 3<sup>rd</sup> February. The guide price is £5,000 but there is no planning permission for a road;
- land at Danebridge Road is being sold in a similar style to that on Kettle Green Lane, i.e. in parcels. This land lies in the rural area and is not land that can ordinarily be developed; and
- East Herts Council's Planning Enforcement had opened a file on land along Bourne Lane and multiple issues are being investigated.

In response to a question, Cllr I Hunt clarified that the other plots on Kettle Green Lane already had a right of access over the strip about to be auctioned off.

21/25. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR

No reports received as both Cllr I Devonshire (EHC) and Cllr G McAndrew (HCC) were not present and had given their apologies for this meeting.

21/26. RESIDENTS' COMMENTS

(i) Drainage in the village

A number of residents made comments in relation to the drainage in the village. Concerns were raised that the lack of road sweeping has an impact on the amount of detritus that is caught up in the drains. In addition, the view was expressed that the drains are not working and when repairing a drain, the drains either side should be cleared to ensure functioning properly. It was also noted that water had been seen bubbling up through the road which could possibly indicate a cracked drain.

Cllr B O'Neill noted that a resident affected by flooding had submitted a complaint to the Ombudsman.

## 21/27. NEIGHBOURHOOD PLAN

Note: Cllr K Twort did not participate in this item or vote due to his declared interest.  
(Minute ref: 21/19)

Cllr I Hunt reported that the Steering Group had agreed at its last meeting that the Plan was ready to present to the Parish Council for submission to East Herts Council under Regulation 15. Electronic copies of the Plan and accompanying statements had been circulated to all Cllrs prior to the meeting.  
(Minutes of last Steering Group meeting – 19<sup>th</sup> January 2021 – Minute ref: 21/33).

Cllr I Hunt stated that the Steering Group's work had included organising 6 consultations and events for residents, conducting 19 meetings in public, running 30 workshops, contributing 35 articles for the parish magazine and providing 63 monthly reports to the Parish Council. Around 20 potential housing sites were considered for inclusion in the Plan, each being assessed on its merits before 4 were selected.  
Cllr I Hunt highlighted that the Pre-Submission consultation had attracted 182 resident responses, contributing 640 comments, of which 82 were suggestions for improving the Plan. 24 statutory consultees provided a further 184 comments. All comments had been published and each suggestion for improvement had been responded to in the Consultation Statement which is available on the dedicated Neighbourhood Plan website.  
[\[https://www.muchhadhamnp.com/\]](https://www.muchhadhamnp.com/)

Cllr I Hunt confirmed that the Plan meets the statutory requirements for a neighbourhood plan, had passed an independent Strategic Environmental Assessment and included plans to deliver a minimum of 54 new dwellings, as required by East Herts Council. It included 32 policies to sustainably deliver economic, social and environmental gains for the parish, plus the designation of 6 Local Green Spaces, 6 Assets of Community Value, 14 Priority Views, 18 non-designated heritage assets and 18 valued community assets. It also establishes 8 priorities to guide the Parish Council in its work to improve the lives of people living and working in the parish. As a by-product of the process of producing the Plan, four action plans were suggested in Appendix H for the Parish Council's future consideration.

Finally, Cllr I Hunt was pleased to report that the Plan had the full support of Ward District Councillor, Cllr Ian Devonshire (EHC)

The Chair highlighted that all Cllrs had read the Plan, providing some minor edits but primarily complimentary comments on the Plan.

RESOLVED to approve the Much Hadham Neighbourhood Plan, prepared by the Neighbourhood Plan Steering Group, and agreed to submit the Plan to East Herts Council under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012, comprising:

- a) a map which identifies the area to which the proposed Neighbourhood Plan relates;
- b) the Consultation Statement;

- c) the proposed Neighbourhood Plan; and
- d) the Basic Conditions Statement explaining how the proposed Neighbourhood Plan meets the requirements of paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990.

The Chair took the opportunity to express her thanks to Cllr I Hunt, members of the Steering Group and their consultants. She noted that it had been 5 years of hard work to produce a truly professional document setting out planning policies that all can be proud of, which will give the parish more control over developments in the village in the coming years. Finally, the Chair stated that she had also given public thanks at the last Steering Group meeting in January.

#### 21/28. TREE MANAGEMENT PLAN

The Tree Management Plan from PR Newson had been received and circulated prior to the meeting. The Chair highlighted that the work required had effectively been grouped into short, medium and long term.

During the discussion, the following key points were made:

- consideration be given to putting a longer term contract in place for tree management overall i.e. to cover survey work and tree work;
- seek quotes to cover the 3 month work specified in the plan immediately;
- the management plan would be updated regularly;
- it was suggested that any management contract should include within it an amount for dealing with storm damage; and
- the Burial Ground not included as covered by another contractor.

Following the discussion, it was agreed that the Clerk would seek quotes from 4 contractors, including PR Newson.

#### 21/29. PLAY EQUIPMENT

The Chair confirmed that quotes, including revised quotes, had been circulated prior to the meeting.

Cllr Mrs J Liversage provided the background to the quotes, highlighting that the choice was between Broadmead Leisure and Sovereign's Option 1 (since the Wicksteed quote exceeded the budget allocation of £8,000), namely:

- |                                   |                 |
|-----------------------------------|-----------------|
| • Broadmead Leisure Ltd (revised) | £6,355.00 + VAT |
| • Sovereign Option 1              | £5,778.53 + VAT |

In discussion, the following points were made:

- Broadmead would charge an additional £200 + VAT if excavated soil needed to be removed but likely that it would be dispersed on site;
- 2 rotting logs needed to be removed – either sawn and removed or perhaps moved to create an insect mound;
- equipment chosen is in line with that requested in the mini survey undertaken at the playground last year; and
- regardless of provider, equipment would be covered by warranties.

RESOLVED to approve the Option 1 quote from Sovereign Play Systems Ltd for £5778.53 + VAT for the installation of two items of play equipment. The Clerk stated that the order would be placed once final approval was received from the Chair of the Sports Association to place these items within the playground on the Recreation Ground.

#### 21/30. FINANCIAL

##### (i) Payment of Accounts

RESOLVED that the accounts, as shown below, be duly authorised for payment. Cllr I Hunt did not participate in this item or vote due to his declared interest. (Minute ref: 21/19)

#### **PAYMENT OF ACCOUNTS - FEBRUARY 2021**

<b>Ref</b>	<b>Payable to</b>	<b>For</b>	<b>Amount</b>
OP14	BA MH Landscapes	Maintenance at burial grounds Jul - Dec '20	1,080.00
OP15	Thomas Walker	Gardening maintenance at bus shelters (2)	300.00
OP16	I Hunt	Reimburse for Planning magazine subscription	350.00
OP17	GovResources Ltd	Neighbourhood Plan support (NP)	3,000.00
OP18	MH Sports Association	Insurance costs for Pavilion, Sports Pavilion & Equipment shed + public liability	1,250.00
OP19	MH Village Hall	D Billson - Pavilion cleaning (January)	80.00
SO	M Windmill	Litter Agency (February)	334.00
OP20	FM Forth	Clerk's salary (February)	597.13
<b>Total payments</b>			<b><u>£6,991.13</u></b>

Payments will be authorised online following the meeting.



(ii) Financial Statement

The financial statement for 2020/21 to date was received. The summary financial position is detailed below and comparison to the annual budget is attached at Appendix A. The Clerk highlighted that the Parish Council no longer had any accounts with NatWest as all funds are now with Unity Trust Bank.

## SUMMARY FINANCIAL POSITION AS AT 2 FEBRUARY 2021

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2020	43,057.54	18,742.76	61,800.30
Income	78,472.08	8,082.00	86,554.08
Expenditure	- 32,964.87	- 2,570.22	- 35,535.09
Closing balance	<u>88,564.75</u>	<u>24,254.54</u>	<u>112,819.29</u>

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

(1) Section 106 receipts for sport or recreation (£3,000 of this awarded to the Tennis Club December 2020)	4,570.00
(2) Streetlights	5,000.00
(3) Open spaces	3,650.00
	<u>13,220.00</u>

### 21/31. PLANNING

RESOLVED that the minutes of the Planning Committee meeting held on 12<sup>th</sup> January 2021 be received and the decisions taken be ratified.

### 21/32. BURIAL AUTHORITY

RESOLVED that the minutes of the Burial Authority meeting held on 1<sup>st</sup> December 2020 be received and the decisions taken be ratified.

### 21/33. NEIGHBOURHOOD PLAN STEERING GROUP

RESOLVED that the minutes of the Neighbourhood Plan Steering Group meeting held on 19<sup>th</sup> January 2021 be received and the decisions taken be ratified.

21/34. URGENT BUSINESS

In response to a query from Cllr D McDonald, the Clerk confirmed that the Parish Council's submission to the Stansted Airport Inquiry was on the Parish Council's website and Cllr Mrs H Maduhu confirmed that it had been referred to in a Facebook post.

21/35. CLERK'S INFORMATION

The Clerk highlighted that the national Census would be taking place on 21<sup>st</sup> March, commenting that it was going to be a digital process this time, but people would be able to request paper versions. In addition, she highlighted that she has the wording for parish magazines and Facebook, from the local Census Engagement Manager, which she would pass on to support local promotion of the Census.

21/36. DATE OF NEXT MEETING

The next meeting will be Tuesday 2<sup>nd</sup> March 2021 at 7:30 pm. Arrangements to be confirmed but likely to be in the same format as tonight.

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There being no further business the meeting closed at 9:10 pm.

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2021

### BUDGET TO ACTUAL COMPARISON AS AT 2 FEBRUARY 2021

(Parish Council only)	FULL YEAR	YEAR TO	COMMENT
	2021	DATE	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Precept	43,000.00	43,000.00	
Litter Agency	4,235.00	4,272.66	
New Homes Bonus	10,000.00	15,389.00	
Pavilion income	1,000.00	3,120.00	
Grant	300.00	297.00	
Other	60.00	11.66	
VAT reclaimed	5,000.00	12,381.76	Reclaim for 2018/19 + 2019/20
<b>TOTAL INCOME</b>	<b>63,595.00</b>	<b>78,472.08</b>	
<b>EXPENDITURE</b>			
Staff costs	7,000.00	6,568.43	
PWLB loan repayment	5,387.46	5,387.46	
Administration costs	3,300.00	2,016.03	
Insurance	3,900.00	2,006.00	
Audit fees	730.00	445.00	
General Data Protection Regulation compliance	35.00	35.00	
Election expenses	-	-	
Maintenance of open spaces	21,800.00	4,455.48	
Litter Agency	4,008.00	3,674.00	
War memorial (lighting and maintenance)	1,100.00	687.40	
Street lighting (energy and maintenance)	2,000.00	-	
Street lighting (replacement programme)	6,100.00	-	
Pavilion	3,400.00	3,291.30	
Grants and donations (Section 137 expenditure)	1,000.00	-	
Sport and recreation grants (Section 106 funded)	1,500.00	-	
Neighbourhood Plan	2,000.00	2,709.27	
Capital - Roller shutter at Pavilion	2,000.00	-	
Capital - Bollards at Moor Place Gate	800.00	-	
VAT	5,000.00	1,689.50	
<b>TOTAL EXPENDITURE</b>	<b>71,060.46</b>	<b>32,964.87</b>	