



# HERTINGFORDBURY PARISH COUNCIL

## **MINUTES OF THE ANNUAL MEETING OF HERTINGFORDBURY PARISH COUNCIL**

**HELD ON 11<sup>TH</sup> MAY 2016 AT 19.30 IN HERTINGFORDBURY COWPER SCHOOL**

**PRESENT:** Cllrs Lizzer Bradbury, Tommy Brennan, Shobha Edgell, Matt Hay, Roger Morris, Gary O'Leary, Barry Simkins, Paul Rochford.

Cllr Edgell left the meeting at 8 pm. Cllr Rochford left the meeting at 8.45 pm. Cllr Bradbury left the meeting at 9.05 pm.

In attendance: Amanda Glew (Clerk), Steve Ellis, Seb Hellum and Brenda Smith

### **1. ELECTION OF CHAIRMAN**

Cllr O'Leary was re-elected as Chairman of the Parish Council, proposed by Cllr Bradbury and seconded by Cllr Edgell.

### **2. ELECTION OF VICE-CHAIRMAN**

Cllr Simkins was re-elected as Vice-Chairman of the Parish Council, proposed by Cllr Brennan and seconded by Cllr Bradbury.

### **3. APOLOGIES FOR ABSENCE**

Haidy Blake

### **4. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

### **5. DECLARATIONS OF INTEREST**

The Vice-Chairman declared an interest in the wells work on the Work Programme.

### **6. PUBLIC PARTICIPATION**

Young resident Seb Hellum attended to suggest improvements to the Birch Green play area such as family picnic benches, refurbishment of the swings for younger children, repairing the rotten boards on the climbing frame, putting benches in the field and a tennis practice wall. The Chairman informed him of the grants available and that details of these are on the website. It was resolved to look at updating the playground equipment.

Brenda Smith requested permission to organise a bring & share street party event on Saturday 11<sup>th</sup> June at Birch Green for the community to celebrate the Queen's 90<sup>th</sup> birthday. It was resolved to that this could go ahead subject to not clashing with the Hertingfordbury Cowper Primary School Fete.



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Mrs Smith was also concerned about cars parked on Birch Green between no's 50 and 52. It was resolved to put into place the system whereby the Clerk, or if required Cllrs, can notify car owners by letter to their house if known, or a letter placed on cars, informing them they are illegally parked. The Clerk will ask the PCSO whether he could give details of the car owners.

Mrs Smith was additionally concerned about the state of the steps under the bridge at the east end of Chapel Lane leading up to the Cole Green Way. These are wooden steps and are currently in a dangerous condition. The Clerk was asked to report this to Nicholas Maddex, HCC Countryside Access Officer.

### 7. **MINUTES**

There were no comments on the minutes for the previous meeting and these were agreed and signed.

### 8. **MATTERS ARISING**

There were no matters arising.

### 9. **NOMINATIONS TO OUTSIDE BODIES**

- a) Walter Wallinger's Charity - Cllr Edgell
- b) Panshanger Liaison Group - Cllrs O'Leary and Morris
- c) Employment Committee – Cllrs O'Leary, Rochford and Simkins

Members with special responsibilities for:

- a) Crossings and Greens – Cllrs O'Leary, Hay, Morris, Rochford and Simkins. To monitor and coordinate with risk assessments. Will aim to meet twice a year.
- b) Highways and Byways – Cllr Brennan
- c) Play Area – Cllr Blake
- d) Risk Assessments. These should be updated by the end of June. Councillor responsibilities to be: Birch Green – Cllrs O'Leary and Blake; Cole Green – Cllrs Hay and Simkins; Staines Green – Cllrs Edgell and Morris; East End Green – Cllrs Edgell and Morris; Letty Green – Cllr Bradbury and Rochford. Cllr Rochford will arrange to forward the Clerk a blank copy of the document.
- e) Neighbourhood Planning – Cllrs O'Leary, Hay, Morris, Simkins and other local residents.

### 10. **PLANNING**

The Clerk was requested to find out whether HPC could be informed of planning information for Hertingfordbury village as well as to circulate to Councillors a copy of the planning approval for the White Horse.



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a) **Current Applications**

Planning ref: 3/16/0961/HH 28 Chapel Lane Letty Green Hertford Hertfordshire SG14 2PA for a single storey rear extension. No comments made.

b) **Recommendations of Outstanding Applications**

None

c) **East Herts Local Plan**

It was noted that this is due in September and there will be a 6 week consultation period. During this time comments need to go via EHDC directly to the planning inspector appointed to review the local plan, any previous comments already made might have to be re-submitted. Also Welwyn Hatfield can be commented on. Cllrs who attended the recent EHAPTC meeting reported that it is not certain that the village hierarchy will definitely be removed although its removal would probably be beneficial to this parish as it is covered by Green Belt policy.

d) **Neighbourhood Plan Steering Committee**

Priorities agreed at the recent meeting were the potential developments East of Welwyn Garden City and the Panshanger Park draft management plan.

e) **Scoping Opinion etc** – removed as an Agenda item

f) **BP Mitchell** – removed as an Agenda item

11. **WORKS PROGRAMME**

It was resolved to discuss at the next meeting once the tree report and risk assessments were complete.

12. **STANDING ITEMS**

a) **Works Programme**

As above



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## b) **Greens**

Cllr Simkins reported that the cut at Cole Green was not up to the standard experienced last year. The Clerk will bring this to the attention of Frank Cooper.

A copy of a letter from Mr Ellis regarding 30 Letty Green was circulated to the meeting. In his letter Mr Ellis formally requested the Council to consider the Government's "Common land and town or village greens: access your property by vehicle" – detailed guidance – Gov.uk published 14<sup>th</sup> October 2015. The Chairman confirmed that the PC were aware of the legislation but were greatly concerned that other residents could make applications to cross greens. The Chairman believes the area concerned from all resident applications could be considerably over 250 sq yds and so would require a land swap to retain Village Green and that this would be unlikely to be feasible or wanted. HPC resolved not to change existing policy of retaining the Village Green ownership and land use as it has been for the past 50 years. The Clerk was requested to forward a copy of the letter to Cllrs Morris and Simkins.

It was noted that a low fence may need to be erected along Deadfield Lane to prevent incursions onto the Green by vehicles.

Several residents have requested have requested a road sign for Deadfield Lane. It was noted that these properties have a registered postal address as Letty Green and that the sign would need to be erected on Village Green. It was resolved not to erect the sign.

## c) **Highways**

Low Bridge Sign. Cllr Brennan showed the meeting a picture of a suggested sign. The matter has been passed to Ringway and Cllr Brennan will be liaising. HPC resolved to pay for the sign but will need a cost estimate first.

## d) **Play Area**

Already discussed.

## e) **Quarries**

The Chairman reported that the recent meeting with HCC was very positive. Two appropriately qualified consultants have been employed to carry out a proper assessment of Water Hall and an enforcement notice has been served on the Bunkers site. A drone survey is being arranged of the area.



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## f) Panshanger Park

The Chairman met with Tarmac last week and they confirmed that on 21<sup>st</sup> June there will be a workshop to discuss the management plan, car parking etc. This indicates a positive move. Cllrs O'Leary, Morris and Simkins will attend the workshop.

## 13. YEAR END ACCOUNTS

The internal audit report was signed by Helen McCash of McCash & Hay accountants.

The statement of accounts for the year ended 31 March 2016 were authorised and signed.

## 14. FINANCE

### a) Financial Statement

The financial statement and summary were received. Cllr Morris requested that cheque numbers be added to the summary for the next meeting.

Hertingfordbury Parish Council Monthly Accounts Summary:

#### **Cheques Issued**

11-05-16	A Glew Salary April	310.68
11-05-16	DCK Beavers Monthly payroll April	30.00
11-05-16	Rochfords Road repairs/tree work	3480.00
11-05-16	A Glew Expenses April	141.83
11-05-16	Frank Cooper Grass Cut	640.80
11-05-16	A Glew Salary May	310.68
11-05-16	McCash&Hay Internal Audit charge	138.00
		<b>5051.99</b>

#### **Receipts**

05-04-16	Coop Bank Interest	3.77
29-04-16	East Herts Precept	6120.00
29-04-16	HMRC VAT Refund	1642.34
		<b>7766.11</b>

### b) Annual Investment Strategy

The current annual investment strategy document has been circulated to Councillors for consideration.



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## c) **Financial Risk Management**

The current financial risk management document has been circulated to Councillors for consideration.

The updated financial regulations have been circulated to Councillors for consideration.

It was noted that HPC has a statutory obligation to claim back the full cost of repairing the Village Green verges at Letty Green from Veolia.

## 15. **ITEMS FOR FUTURE AGENDA**

There were no items.

## 16. **AOB**

Hertingfordbury Cowper Primary School has requested permission for a new school path to the swimming pool and a map was circulated to the meeting. The Clerk will forward the email request to Cllr Simkins. It was resolved that HPC need to understand the background to the request and the school should be invited to attend the next PC meeting to discuss the gate and also the wider issues on the use of the new pedestrian gate onto the Old Coach Road.

Cllr Morris recommended that the standpipe in Birch Green opposite the school should be included on the fixed asset register. It was agreed that the fixed asset register needs to be updated and will be sent round with the risk assessment forms.

The meeting closed at 10.10 pm.

Chairman \_\_\_\_\_ Dated \_\_\_\_\_

The next meeting will be held on Wednesday 13<sup>th</sup> July 2016