



## HERTINGFORDBURY PARISH COUNCIL

Minutes of the meeting of Hertingfordbury Parish Council held on Wednesday 13<sup>th</sup> March 2013 at 7.30pm in Hertingfordbury Cowper JMI School, Birch Green

**PRESENT:** Cllrs Edwards, O'Leary, Rochford, Barden, Brennan, Morris, Jones, Edgell, Blake,  
District Cllr Haysey (7.45)  
Ms C Ramsden, Mr R Herbert, 4 electors and the clerk, Tom Brindley.

119. **APOLOGIES FOR ABSENCE**

Cllr Bradbury was unable to attend due to a prior engagement.

120. **PUBLIC PARTICIPATION**

Mrs Brenda Smith addressed the council regarding a proposal by Riversmead Housing Association to develop the garages in Foxdells as housing.

Mrs Smith was concerned about the effect existing residents who park in the garage compound.

The chairman thanked Mrs Smith for her drawing this to the attention of the council. Members noted that there was as yet no planning application and that Riversmead Housing Association had held a public consultation. It was agreed to discuss the matter at a future council meeting.

121. **CHAIRMAN'S ANNOUNCEMENTS**

The chairman thanked Cllr Bradbury for chairing the last meeting in the absence of the chairman and vice chairman.

122. **MINUTES OF MEETING 13TH FEBRUARY**

The minutes were agreed as a true record of the meeting and were signed by the chairman.

123. **FARTHING HALL**

Ms C Ramsden, rights of way advisor to the owners of Farthing Hall addressed the council. Ms Ramsden advised that she had held a useful site meeting with Alex Wynn, Hatfield Estates, Nicholas Maddex, Herts County Council and Cllr Rochford. The route around the perimeter, previously supported by HPC, was walked and it was agreed that the route was acceptable and a 2m path could be accommodated after the removal of two dead elm trees. Cllr Rochford noted the exit would be improved. There was a small strip of grass, officially outside the parish council land but this would be included in the council's grass cutting contract.

Ms Ramsden thanked the council for its cooperation and advised that the route would now need to go to public consultation, which could take a year.

In answer to a question regarding gates and disabled access, Ms Ramsden advised that while Hatfield Estate would prefer a gate, to prevent motor access, the county council would not permit this. An alternative, should there prove to be a problem, would be staggered posts to allow access to a push chair but not to a quad bike, and the county might agree to this if asked by the parish council.

124. **MATTERS ARISING**

124.1. 30 Letty Green

The clerk had written to the new occupant advising that he would need to agree to cover any of the council's legal costs. No such agreement has been received.

The owner of 32 Letty Green had also written to the clerk regarding shared access and stating that he did not support this.



Cllr Rochford thought that when the crossing to 32 was agreed, some time ago, it would have been designed to allow access to number 30 as well, and this was why it was positioned directly between the two houses.

Because there is no vehicular access to number 30, repair vehicles are parking on the track and on the highway on a dangerous bend. It was agreed it would be safer to allow access to 30 Letty Green while refurbishment works were progressing but that any vehicles should be parked in the garden, not on the green or track.

It was agreed that:

- the clerk would look through historic records to find the original permission.
- the clerk would write to the owners of 30 and 32, explaining the situation.
- the clerk would contact Paul Clayden, LCAS, to seek further legal advice.
- that the matter would be referred to the council's Greens Working Party.

#### 124.2. Greens Working Party

Membership was agreed as Cllrs Rochford, Morris, Barden and the clerk. Ex-parish council vice-chairman Mr N Hunt would be invited to join.

#### 124.3. Depression in Letty Green

Cllr Rochford advised he was aware and would deal with this.

### 125. **PARISH WEBSITE**

The chairman welcomed Mr Richard Herbert, (infoWeb) who ran the website used by the council.

Mr Herbert advised the council that he had set up the website some years ago as a village website to serve the various community groups and with a goal to bring the Parochial Church Council's parish magazine on line. This had not happened and now the sole user of the website was the parish council. Mr Herbert owns the domain name and the parish council pays an annual fee for use of the site.

The site is formed from a bespoke content management system and hosted on infoWeb's own servers.

Members agreed that the current website causes confusion between the PCC and the PC, and didn't give much opportunity to display general news items.

It was agreed to investigate a .gov domain which the clerk thought could be obtained for free. The clerk will also contact Graham Irwin, who hosts the Little Berkhamsted PC website, and which has links to the district council's website.

Mr Herbert confirmed that he had never refused or obstructed the PC from adding content to the website but he did require that any updates were filed via him due to the original design intention.

Mr Herbert also informed the council that he intended to install an "off the peg" content management system (CMS) on his server for another clients and that he could work with the council to use this for the Hertingfordbury website.

Mr Herbert was thanked for his attendance.

### 126. **EAST HERTS DISTRICT PLAN**

Cllr Linda Haysey explained the District Plan (formerly called the Core Strategy) process to the council.

The East Herts District plan will outline the growth required up to 2031 and will include policies on employment green infrastructure, highways and transport. It will include housing numbers and locations for growth.

The document has been delayed due to an issue with schooling in Bishops Stortford and the consultation will take place late summer 2013. Meanwhile an executive panel meets to monitor the progress. The



District Plan Executive Panel is open to the public and is webcast. District Councillor Haysey sits on the local panel along with District Councillor Mike Carver, executive member for planning.

The plan is looking at between 10,000 and 18,000 houses over the plan period.

Cllr Haysey explained that the plan will be amended as a result of the consultation then submitted to the government for an examination in public to ensure the plan is “sound”, which means it is deliverable and meets the requirements in the NPPF. It is essential that the plan is accepted, because a rejected plan could cost ratepayers £1,000,000.

Hertfordshire has a serious infrastructure deficit and this is a constraint on the plan. Herts County Council is doing the transport modelling and is also responsible for ensuring the education provision.

Following each District Plan Executive Panel, a meeting is held with East Herts Association of Parish and Town Councils, to which members and clerks are invited.

It was agreed that Cllr O’Leary will attend, where possible.

#### 127. **ANNUAL PARISH MEETING**

The clerk presented a paper on recommended best practice for Annual Parish Meetings. It was noted that this year’s meeting is already set to occur on the same day as a parish council meeting but that future meetings could be on a separate day with a wider range of speakers and include a social element.

The agenda for the APM was agreed as the same as previous years and it was felt that 30 minutes would be sufficient time, as the only items were an update on matters arising from last year, the chairman’s report and a short open forum.

#### 128. **INSURANCE**

The present insurance arrangements are to insure most items including public and employer’s liability with Zurich and to self-insure other assets such as bus shelters. In 2012 a three year contract was agreed with Zurich.

There being no substantial changes to the council’s assets, it was **RESOLVED** that the present insurance cover was adequate.

#### 129. **FINANCE**

The financial report, including the end of year forecast was noted.

Two payments were approved:

- Douglas Tonks for payroll services
- Clerk’s expenses

The clerk advised that, due to changes in the HMRC PAYE filing requirements it was now necessary to make an online filing every month, even if it was a zero return. In order to make these filings, Douglas Tonks Ltd would charge £5 per filing, an increase of £60 per year.

Having discussed alternatives members **RESOLVED** to accept the payment.

#### 130. **PLANNING**

130.1. The planning report was noted.

130.2. 3/13/0330/FP 25 Woolmers Lane, Letty Green

Application for change of use from agricultural land to domestic. After a short discussion members **RESOLVED** not to object to the application.

130.3. Foxdells



It was agreed to add potential development at Foxdells to the agenda for the next meeting and to invite a representative from Riversmead Housing Association to attend.

131. **REPORTS**

131.1. Crossing and Greens

The repairs to East End Green are still not complete. The clerk was asked to contact the contractor and, if they were unable to complete the works in good time, to refer to Councillor Rochford for a local repair.

131.2. Highways

- a. Munns Farm. A request was made to re-install bollards. The responsibility is with Hatfield Estates and the matter has been referred to Alex Wynn, Assistant Estate manager.
- b. The fallen tree in Hertingfordbury lane had been reported but no action taken.
- c. The pot hole near the school had been repaired but was now worse than before.
- d. Debris from the Affinity Water works had been removed, unfortunately the contractors also removed the cones (some belonging to the police) that were supposed to be there.
- e. Cllr Morris questioned why there was no progress on the missing road sign at Staines Green.

131.3. Play Area

Nothing to report

131.4. Water Hall

A planning application to extend the gravel extraction towards the back of Ford Farm is expected.

131.5. Panshanger Quarry

Discussions are on-going on a revised plan. Some footpaths have been extended. The pheasant shoot would like to see fewer footpaths. The plan is still to return the land to a country park. It was noted that, overall, the quality of the restoration is high.

131.6. Car Parking at Birch green

Cllr O'Leary had met with County Councillor Bryan Hammond and highways officer Martin Sears. A consultation on a revised parking control scheme is about to start. It is expected that parking restrictions will be extended towards the play area. The works are included in the 2013/14 highways budget.

132. **CORRESPONDENCE**

An email had been received requesting the council's agreement to bury an electrical cable between the school building and the grass verge, under the flower bed. Members were unsure if this was on Parish Council land. It was **RESOLVED** not to object to the laying of the cable.

All other correspondence had been circulated by email.

133. **MATTERS FOR FURTHER DISCUSSION**

- 133.1. Cllr Morris gave his apologies for the previous meeting when he had been unable to attend due to illness.
- 133.2. Cllr Edgell reported evidence of moles near the Letty Green road sign. After a short discussion, it was agreed that no action could be taken.
- 133.3. Cllr O'Leary informed the council that the result of the planning enquiry for Land Off The Old Coach Road had been delayed by the Secretary of State for Communities and Local Government.



133.4. The new school hall was expected to be completed by the summer. It was probable that, in the future, the Parish Council would meet in the new hall.

133.5. Cllr Haysey informed the council that, from April 2013, East Herts District Council had a new grant pot available to any community organisation (including the parish council). It was agreed to make an application towards the cost of goal posts for the play area.

134. **EXCLUSION OF PRESS AND PUBLIC**

It was resolved to exclude the press and public in accordance with Public Bodies (admissions to meetings) act 1960 s. 1, on the grounds of commercial confidentiality.

135. **SIGNS AT LETTY GREEN**

Following the receipt of additional quotes, the clerk present a list of tenders, with the names of the tenderers redacted. Members **RESOLVED** to award the contract to supply to Chapman Bespoke Woodwork of Hertford. Cllr Rochford will liaise with the vendor to ensure the correct materials are used and will obtain and apply anti-graffiti paint, and erect the signs.

It was noted that permission will be required from Hertfordshire County Council's Highways Department.

Meeting closed 9.45 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_