



HERTINGFORDBURY PARISH COUNCIL

MINUTES OF A MEETING OF HERTINGFORDBURY PARISH COUNCIL **HELD ON 8th MAY AT 19.00 IN HERTINGFORDBURY COWPER SCHOOL**

PRESENT: Cllrs Gary O’Leary, Haidy Blake, Lizzer Bradbury, Jim Coppard, Roger Morris, and Niki Gordon

In attendance: Peter Newson, Martin Jack, Rob and Karen Groombridge

1. ELECTION OF CHAIRMAN FOR 2019-2020

Councillor Jim Coppard proposed Paul Rochford. In his absence Lizzer Bradbury confirmed that she had received an email from Paul Rochford to indicate his acceptance of the position of Chairman for the Parish Council should the members deem inclined to propose him. Lizzer Bradbury seconded and members unanimously agreed. Paul Rochford was duly elected as Chair for the civic year 2019-20.

2. ELECTION OF VICE CHAIRMAN

Councillor Roger Morris nominated Councillor Haidy Blake. Seconded by Lizzer Bradbury and duly elected. In the absence of Councillor Paul Rochford, Councillor Haidy Blake took the chair.

3. APOLOGIES FOR ABSENCE

Councillors Magda Atkins and Paul Rochford

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. CHAIRMAN’S ANNOUNCEMENTS

There were no Chairman’s announcements

6. PUBLIC PARTICIPATION

Any comments from the parishioners were previously made during the Annual Parish Meeting.

7. MINUTES

The Minutes of the meeting on 13th March were agreed as a true and accurate record of the proceedings and were duly signed by the Chairman.

8. MATTERS ARISING NOT COVERED ELSEWHERE

8.1. CLERK VACANCY

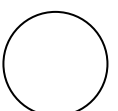
It was discussed that the position of Clerk and Responsible Financial Officer should be filled as soon as possible.

The existing job advertisement should be amended and placed on the parish notice boards, on HAPTC bulletin and the Parish Web site. The advertisement to be amended to indicate a closing date of 31st May 2019.

The job description should be forwarded to any interested people for the position. The previous applicants should be invited to reapply.

Karen Groombridge expressed an interest to assisting the Parish Council until such time as the new Clerk was in position. Councillor Jim Coppard to send the job description and application form to her as well as to members of the Parish Council.

The hours required for the role were discussed. Currently they are for 27-30 hours. It was felt that this was probably not enough but that this could be adjusted once the new clerk was in position.





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9. SPECIAL RESPONSIBILITIES AND NOMINATIONS TO OUTSIDE BODIES

The following nominations as main representatives to both outside bodies and areas of main responsibility within the Parish Council were agreed. Additional members to these could be added at a later date:

Walter Wallinger's Charity	Haidy Blake
Pangshanger Liaison Group	Gary O'Leary and Roger Morris
Planning	Lizzer Bradbury
Greens	Jim Coppard
Quarries	Gary O'Leary
Website	Magda Atkins
Play Area	Haidy Blake
Highways	Not deemed necessary, all concerns to be addressed through the website

10. GREENS WORKING PARTY

The working party for the Greens has meet. The chairman has been Councillor Ken Crofton with Jim Coppard, Niki Gordon and Paul Rochford in attendance. Councillor Roger Morris apologised for not attending as he indicated that he had not received the notification for the latest meeting.

11. PLANNING

Jim Coppard discussed creating a database for Planning to compare the approved plans to what was actually built. He advised that there are 4 years from when a building has been completed to formally lodge whether there has been a discrepancy and to request the enforcement officer to investigate.

12. FINANCE

- 12.1. Currently the Bank Contact is Gary O'Leary. This needs to be changed to Paul Rochford until a new clerk is in position. Concern was raised about the July audit and that no checks had been made in the last 3 months. This to be checked as soon as possible.
- 12.2. The invoice for Councillor Niki Gordons' introductory Parish Councillor course has been received.

13. NEIGHBOURHOOD PLAN

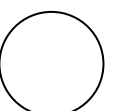
Birchall Garden Suburb

There is no Neighbourhood Plan at present. Peter Newson was asked to comment on this and suggested that if one was in place as the council would have more clout if there was one in place. Other members thought that it would be costly. This to be held in abeyance until a future meeting.

Birchall Garden Suburb next steps are master planning, but that it is unlikely that this can commence until the Welwyn Hatfield plan is adopted. It was discussed that the concerns regarding the rigour applied to the issues such as land contamination, environmental and ecology remain hurdles for potential development.

14. STANDING ITEMS

- 14.1. Works Programme
 - a) No comment
 - b) **Pending** - Information required from Councillor Paul Rochford





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14.2. Greens

- a) Greens Working Party – meeting held early May with Ken Crofton in the chair.
 - i. Councillor Coppard advised that the group has started to look at the issue of parking on the Green starting with the area in Letty Green alongside the roadside. It had been discussed that perhaps this had been wrongly labelled as village green as the width of this was too narrow for recreational activities. Cllr O’Leary suggested that there was no width standard that he was aware of and that narrow sections of Village Green exist across the country and serve the purpose of Village Green.
 - ii. Concern was raised that information and minutes from the two meetings had not been shared with all Cllrs within the Parish Council and particularly those Cllrs who had requested to be informed and copied on correspondence. It was noted that minutes had been shared with non-attendees from outside of the Council. Members of the group indicated that they were only initial discussions and that nothing was had been agreed. Members requested copies of the meeting notes to be shared across the Council as soon as possible.
 - iii. Questions were also raised about whether there were any Terms of Reference for the group. These would need to be agreed by the full Council.
- b) 24 Birch Green – Councillors O’Leary and Bradbury met with the owner and builder. The location of the piers was agreed to be moved towards the house. This work has now been completed.
- c) 18 Birch Green – nothing to report. This work to be part of the Gascoyne Cecil Estates Works Programme for this year.
- d) 8 Staines Green – White stones are still in place on the Village Green and still need to be removed. Concerns were raised regarding potential boundary issues that could flow from these being left in place. Councillor Paul Rochford to contact owner and agree removal.
- e) Playground. Spring on gate is not self-closing. To be rectified.
- f) Birch Green Nursery Site – nothing to report
- g) Skip – nothing to report

14.3. Highways

- a) Nothing to report on HGV signage. Councillor Gary O’Leary to chase Ken Crofton.
- b) School parking – nothing to report

14.4. Quarries and Waste Facilities: Importing at Panshanger Lane has begun.

14.5. Panshanger Park

- a) The car park application has not been decided yet. Herts County Council inclined to refuse but matter is still outstanding.
- b) It was discussed that a representative was required to maintain a good relationship with both Tarmac and Mitchells and this could be part of the Quarries special responsibilities.

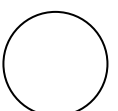
14.6. B&T Motors: Nothing to report.

15. CORRESPONDENCE AND OTHER MATTERS

- 15.1. Allotments. A parishioner was interested in having an allotment. No available parish land at present.
- 15.2. Other Correspondence Received. Nothing further to be discussed.

16. AOB

- 16.1. Cllr Morris thanked Councillor Blake for standing in as chair and Councillor Bradbury for taking the minutes.





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16.2. Cllr Coppard Advised that 44 – 58 Chapel Lane Appeal had been declined

16.3. Cllr Blake reported that a bollard had been removed from the green close to 60 Birch Green and provided photographic proof.

The meeting closed at 09:45 pm.

Chairman _____ Dated _____

NEXT MEETING

The next meeting will be held on Wednesday 12th June 2019

