



HERTINGFORDBURY PARISH COUNCIL

Minutes of the meeting of Hertingfordbury Parish Council held on **Wednesday 10th September 2014** at 7.30 pm in Hertingfordbury Cowper JMI School, Birch Green

PRESENT: Cllrs C Edwards (Chairman), E Bradbury, P Rochford, T Brennan, B Simkins, B Jones

In attendance: two electors and the clerk, Tom Brindley

48. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. H Blake, G O'Leary, R Morris, (all had work commitments) S Edgell (holiday).

49. PUBLIC PARTICIPATION

- 49.1. Mr Paul Rowbotham, a resident of Foxdells, Birch Green, addressed the council concerning the New England Nursery, which had been operating as an unlicensed waste disposal facility. The occupier had been burning waste on an increasing basis to the point it had become a public nuisance and health hazard. Residents had complained to the fire brigade and East Herts District Council. Enforcement officers had issued an injunction to cease all activities. Enforcement officer, Mr Steve Wilson, steve.wilson@eastherts.gov.uk should be informed if any further activity is noticed. Members thanked the residents of Foxdells for their action.

50. CHAIRMAN'S ANNOUNCEMENTS

Members were reminded that declarations of interest should be made immediately prior to an item being debated.

The chairman advised that the clerk had tendered his resignation and that he would stay on until a replacement was in post.

The chairman proposed that an additional item, "To accept the external auditor's report" would be taken under item 8.

51. MINUTES OF MEETING 9TH JULY 2014

The minutes were agreed as a true record the chairman was authorised to sign.

52. MATTERS ARISING

- 52.1. (33.2.a) Footway between Cole Green and Birch Green. The issue between HCC and EHDC as to where responsibility lies remains unresolved.
- 52.2. (33.2.c) Low bridge warning signs. Herts Highways had been supplied with recommended location diagrams. However C Cllr Crofton had written stating he expected the council to fund the work. Members indicated they believed this to be a highways safety issue that should be funded by the county council.
- 52.3. (34.1) Use of school Hall. The request for a permanent key, and access to the projector and internet had been discussed at a school governors' Resources Committee. It had been decided that the council could not have a permanent key, or use the projector, but that a guest internet wi-fi account would be set up. The chairman agreed to speak with the school to obtain the access code for the community store in order to use chairs and tables, and to obtain a key for the pedestrian access.

53. CLERK VACANCY

- 53.1. It was agreed that, in line with the council's recruitment policy, adverts would be placed in the local press. The advert in the Hertford Mercury would simply direct applicants to further details on the website. Adverts would also be placed in local parish magazines. Adverts would be placed on the



HERTINGFORDBURY PARISH COUNCIL

HAPTC and parish websites and on parish notice boards.

53.2. It was agreed to add three criteria to the job/person spec:

- Financial and bookkeeping experience - Essential
- Experience using MS Excel - Essential
- Knowledge of the Development Control and Planning process - Desirable

53.3. A joint recruitment campaign would be held with Little Berkhamsted.

53.4. The closing date for applications was set for 24th October 2014. Candidates would be shortlisted and interviewed by the employment committee (Cllrs Edwards, Rochford and O'Leary) in conjunction with the clerk. The Employment committee will make a recommendation to full council, which will make the appointment.

54. WORK PROGRAMME

54.1. The Greens Risk Assessments were underway.

- a) Cole Green completed by Cllr Simkins – minor actions required
- b) Letty Green completed by Cllr Rochford – minor actions required
- c) Birch Green completed by Cllr Blake but not yet submitted.
- d) East End Green completed by Cllr Edgell but not yet submitted.
- e) Staines Green – unknown status.

54.2. War memorial. Burgess Memorials had been instructed to clean the war memorial and prepare a report on any additional maintenance requirements. Work due to commence w/c 15th September.

54.3. East End Green. Cllr Rochford gave an estimate of tree work required. The clerk was asked to instruct Ashley Tree Services to perform the work.

54.4. Pin Kerbing. Members were asked to carry out an additional assessment on the need/benefit of pin kerbing to prevent the erosion of the greens by spreading of crossings.

54.5. Culverts. Cllr Rochford agreed to inspect the culvert under Deadfield Lane, Letty Green.

54.6. Notice boards

Members discussed the refurbishment and upgrading of notice boards. It was **RESOLVED** to purchase a new notice board for Birch Green, with a glazed front and two bays, one locked for council use, and one open for public use. The old board could then be refurbished for use at Staines Green. Other boards would be refurbished with a softer back board to take drawing pins.

55. FINANCE

55.1. The financial report to 31st August 2014 was **APPROVED**.

55.2. Three payments made in August and four payments due were **APPROVED** – see list attached.

55.3. Members **NOTED** the report of the external auditor was, *"in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

56. PLANNING

56.1. One new application had been received (3/14/1424/FP) East End Green Farm, change of use of outbuilding and yard from agricultural storage to vehicle storage).

56.2. Cllr Rochford declared a DPI and, in line with the council's code of conduct, left the room.

56.3. Members noted the county highways department had recommend refusal on the grounds the number of vehicle movements and the size of vehicles was not defined.



HERTINGFORDBURY PARISH COUNCIL

56.4. Members **RESOLVED** to support the highways recommendation for **refusal** unless additional information and suitable conditions were applied to control the number of movements and the size and weight of vehicles using the narrow lanes to the storage facility.

56.5. Cllr Rochford rejoined the meeting.

57. REPORTS

57.1. Crossing and Greens:

- a) See also 54.1
- b) The crown of trees on Birch Green is blocking visibility.
- c) Veolia vehicles continue to drive over the grass at Cole Green. A waste vehicle collecting green waste was observed making a three point turn.
- d) Garden waste was being dumped adjacent to 26 Letty Green.
- e) Dead trees were noted at 38 Letty Green.
- f) Kerbs at Letty Green were obscured by detritus and vegetation, so vehicles were parking off the road onto the green.

57.2. Highways, Footpaths and Byways:

- a) Members discussed the plan issued by Herts County Council highways for an additional crossing point and footway on the south side of The Old Coach Road. See 57.7.
- b) The street light adjacent to the bus stop at Cole Green had still not been replaced.
- c) The bend warning sign at Letty Green was damaged.

57.3. **Play Area:** Nothing to report

57.4. **Water Hall:** Cllr Brennan had attended the appeal hearing on 2nd and 3rd September, chaired by inspector Chris Holt, whose decision is awaited.

57.5. **Walter Wallinger Charity:** Nothing to report

57.6. **Panshanger Quarry and Country Park:** Cllr O'Leary had attended a meeting with Herts County council on 10th September. His report had not yet been received. The council had asked to send two representatives but permission had only been granted for one member to attend.

57.7. Car Parking at Birch Green:

Members reviewed the proposals for an additional footway and pedestrian entrance to the school off the Old Coach Road and agreed the following additional suggestions.

- The kerb on the north side should be no parking or loading.
- There should a no verge parking restriction on the south side.
- The zone from Rochford's entrance to the bus stop should be 20 mph from 8-9 am and 3-4 pm
- The new footway should extend all the way to Rochford's entrance.
- An additional parking zone should be established on the North side from the new crossing point to opposite Rochford's entrance.
- An additional crossing point should be built adjacent to Rochford's entrance

58. CORRESPONDENCE

58.1. HCC Bus consultation

58.2. The chairman had received a letter from Hatfield Estates advising that the estate would be taking action over its concerns that occupants of Birch Green were extending their gardens onto estate land.



HERTINGFORDBURY PARISH COUNCIL

58.3. All other correspondence received had been circulated.

59. MATTERS TO NOTE OR FOR FURTHER DISCUSSION

59.1. HCC Parish Charter

59.2.

The meeting closed at 10.05 p.m.

Signed: _____ Date: _____

DRAFT



HERTINGFORDBURY PARISH COUNCIL

Payments Approved

	<u>Payee</u>	<u>Description</u>	<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
11/09/2014	T Brindley	Expenses	4000			
11/09/2014	Coopers	Grass	4000			1600.80
11/09/2014	Play safety	Inspection				
11/08/2014	HAPTC	Training		50.00	0.00	50.00
11/08/2014	HAPTC	Training		35.00	0.00	35.00
01/09/2014	BDO	Audit		100.00	20.00	120.00
			Totals			