

HERTINGFORDBURY PARISH COUNCIL

Minutes of the meeting of Hertingfordbury Parish Council held on Wednesday 11th January 2012
at 7.30pm in Hertingfordbury Cowper JMI School, Birch Green

PRESENT: R Lester (chairman), C Edwards, R Morris, T Brennan, B Jones, E Bradbury,
K Barden, S Edgell

In attendance: 8 electors and the Clerk: Tom Brindley.

102.APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Rochford, G O'Leary; District Cllr Linda Haysey

103.CHAIRMAN'S ANNOUNCEMENTS

- 103.1 The chairman proposed and it was RESOLVED to suspend standing order 29J to allow members to speak more than once in debate.
- 103.2 County Councillor Bryan Hammond has arranged for Hertingfordbury to receive an additional salt bin.

104.DECLARATIONS OF INTEREST

Cllrs Bradbury and Lester declared an interest in a planning application by Rochford's nursery.

105.PUBLIC PARTICIPATION

- 105.1 Members of the public were invited to ask questions and make suggestions regarding the business of the meeting.
- 105.2 Mr R Judd spoke about the letter sent reminding residents not to park on the greens and asked various questions about the evidence collected. The chairman stated that a photograph had been received from a member of the public.
- 105.3 Mr Delameilleure also spoke on the matter of parking on the greens.
- 105.4 Ms Haidy Blake advised the council that the November minutes were not yet on the website. The clerk agreed to rectify.
- 105.5 Mr L Evans spoke about the appeal against enforcement notice. The chairman advised that this would be discussed under agenda item 11.

106.MINUTES OF MEETING 14TH DECEMBER 2011

Accepted as a true record with one amendment: in minute 91.2 line 1, the word "at" changed to "adjacent to".

107.MATTERS ARISING

- 107.1 (91.2) Fencing removed from land adjacent to Maitland Wood. Complete.
- 107.2 (94.3) Letter received from Simon Drinkwater advising that the district council will consider each application for a section 77 order on an individual basis, but that Section 77 did not grant powers of eviction from the whole of East Herts., merely from the land occupied.
- 107.3 (94.5) A meeting with Police, District and County Council reps has been arranged for 16th January. Cllrs O'Leary and Lester to attend.
- 107.4 (94.9) Cllr Tony Jackson (Leader East Herts. Council) was copied on emails to EHDC officers.
- 107.5 (94.10) The clerk had written a letter to residents of houses adjacent to Birch Green.
- 107.6 (97.2) The matter of kerbing of greens to be raised at the next highways liaison meeting.
- 107.7 All other actions had been completed or were covered by agenda items.

108. FINANCE

108.1 The financial statement was received and noted.(attached)

108.2 It was RESOLVED that four payments be authorised;

- The clerk for expenses incurred: £26.00
- Infoweb for website hosting £120.00
- Tonks for payroll services £14.04
- The clerk (via Tonks) salary £1055.01

108.3 Bank Mandate. The clerk presented a paper outlining the benefits of moving the banking facility to the Co-Operative Bank whereby the council's deposits would attract interest. It was RESOLVED to open a bank account with Co-Operative Bank and to move the council's funds from the start of financial year 2012/13.

109. 2012/13 BUDGET

109.1 The RFO presented his budget report. After a short discussion it was RESOLVED to adopt a budget as follows:

Income	£16,127
Expenditure	£18,688
Use of Reserves	£2,561

109.2 Reserves. It was RESOLVED to adjust reserves as follows:

War Memorial	£8122	unchanged
Insurance	£5000	(will move to £6000 in April 2012)
Open Spaces	£5000	(planned to be spent in 2012)
CROW	£7000	(reduced risk)
Legal	£2500	(new reserve in case of legal costs for evictions)

110. PRECEPT

It was RESOLVED to set a precept of £11,400 for the financial year 2012/13.

111. TRESPASSER STRATEGY

111.1 The chairman outlined the options available should an incursion occur within the parish. The options were dependent on many factors, including: ownership of land, number of caravans, number of vehicles, ages of trespassers, social circumstances, whether damage had been caused.

111.2 The clerk was asked to prepare a flow chart presenting the various options.

111.3 In the interim, should any person observe activity that appears to be related to trespass, they should immediately call the police on 101 and advise the clerk who will alert the necessary authorities (such as district and county councils).

111.4 The council has agreed a legal reserve and the clerk is empowered to take emergency action should the need arise.

112. PLANNING APPLICATIONS

112.1 Planning application for Solar panels at Rochford's nursery. Cllrs Lester and Bradbury having given notice of a prejudicial interest left the room. Cllr Edwards assumed the chair

112.2 It was RESOLVED not to raise any objection on this application.

112.3 Cllr Lester resumed the chair.

112.4 The planning application for an EFW plant (CM0932 6/2570-11) was discussed. The council RESOLVED to object on the grounds that there were insufficient mitigation measures for the effects of additional transport movement particularly along the A414.

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- 112.5 Planning appeal against enforcement notice for unlawful development at land north of The Old Coach Road was discussed. It was **RESOLVED** to object on the grounds that the Land is green belt and that the proposed development is wholly inappropriate. The council was of the unanimous opinion that the applicant had failed to demonstrate the very special circumstances that would be required to override national and local green belt policy.

113. REPORTS

113.1 Crossings and Greens:

Nothing new to report

113.2 Highways and Byways:

113.2.1 Salt bin. Cllr Lester agreed to supply a sketch showing preferred location

113.2.2 The clerk was asked to set up another meeting with Hertfordshire Highways. One item to be discussed is the use of kerbs to prevent erosion of the greens.

113.3 Play areas:

Cllr Jones gave the weekly inspection record for 2011 to the clerk for filing.

113.4 Water hall Quarry

Nothing to report.

113.5 Walter Wallinger's Charity

Nothing to report

113.6 Panshanger Quarry:

Cllr Lester agreed to arrange a visit to the new footpaths.

113.7 Car parking in Birch Green

Nothing to report

114. CORRESPONDENCE

A list of hard copy correspondence received was tabled. The clerk passed around two booklets received from CPRE and NALC on Planning. All other correspondence received had been scanned and circulated by email.

115. MATTERS TO NOTE OR FOR FURTHER DISCUSSION

Cllr Edwards raised the possibility of planting a tree to mark the Queen's Diamond Jubilee.

116. It was RESOLVED to exclude the press and public under Standing Order 68.

117. CONFIDENTIAL MATTERS

117.1 The minutes of Part 2 of the meeting of 14th December were agreed.

The chairman closed the meeting at 9.45 pm

Signed

Dated

Hertingfordbury Parish Council

Financial Statement as at 31 Dec 2011

Balance at 1/4/2011 36,789.66

xcheck 0.0

Total receipts **11,152.55**

<u>Payments:</u>		<u>Orig Budget:</u>	<u>Rev Budget</u>
Admin	2,463.94	2,200	2,200
Open spcs & maint.	5,467.00	6,100	5,500
Greens protection	950.00	6,300	8,050
Staff salary	1,322.77	3,300	3,000
Staff expenses	412.87	500	600
War memorial	0.00	0	0
S.137	20.00	50	50
VAT	1,526.48		
Total Payments	<u>12,163.06</u>	<u>18,450.00</u>	<u>19,400.00</u>

<u>Bank a/c:</u>	
Cater Allen	35,829.15
 <u>Reserves:</u>	
War mem	8,121.69
Insurance	4,000.00
Op spaces	1,000.00
CROW	10,000.00
Available	<u>12,707.46</u>

Unpaid cq 50.00

Unbanked receipts 0.00

Current Balance **35,829.15**

Movements since last report

Receipts since last report

Net VAT Gross

Totals

0.00 **0.00** **0.00**

Reconcile

B Fwd 36,125.44

Movements 296.29

Unpaid cq 50.00

Unbanked receipts 0.00

Balance 35,829.15

OK

Payments since last report

<u>Payee</u>		<u>CQ</u>	<u>Net</u>	<u>VAT</u>
HAPTC*	Clerk Training	91	50.00	0.00
T Brindley*	Expenses	92	59.73	4.56
LCAS*	Legal advice	93	182.00	0.00

Gross

50.00 OK

64.29 OK

182.00 OK

OK

OK

OK

OK

OK

OK

* = approved at Dec meeting

Totals **291.73** **4.56** **296.29**

Total movement

296.29

Payments for approval at meeting on 11 Jan 2012

Payments since last meeting

NONE

OK

OK

Payments due

<u>Payee</u>	<u>Description</u>	<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
T Brindley	Expenses	94	25.51	0.49	26.00	OK
infoweb	Web hosting	95	100.00	20.00	120	OK
Tonks	Payroll	DD	11.70	2.34	14.04	OK
T Brindley	Salary	DD	1,055.01	0.00	1,055.01	OK
						OK
Totals			<u>1,192.22</u>	<u>22.83</u>	<u>1,215.05</u>	OK

Powers:

Grass cutting: Open Spaces Act 1906 s.10

Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19

HAPTC membership: LGA 1972 s.143

Audit, Insurance, Training: LGA 1972 s.111

Salary/expenses: LGA 1972 s.112(2)

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Item 8 Budget 2012/13

Report of the Responsible Financial Officer Tom Brindley

8.1 Background

- 8.1.1 In 2011/12 the council ran at a loss, funded by reserves. The 2011/12 budget assumed an expenditure of 18,450 against an income of 10,400. The balance of 8,050 was planned to be funded by a reduction in the CROW and Open space reserves.
- 8.1.2 The planned expenditure included 6,300 for Pin Kerbing but did not include sufficient money for the arboricultural survey or resulting work, or for work on the play area.
- 8.1.3 The budget did not make allowance for the VAT reclaim which came to £751.
- 8.1.4 The council's bank account no longer pays any interest (despite deposits of over £30,000).

8.2 Year to date expenditure

- 8.2.1 To December 2011, additional expenditure had been incurred on greens protection (£950 +VAT) an arboricultural survey (£800 + VAT) and legal work on eviction of travellers (£907 + VAT). This is mitigated by savings in staff costs due to the gap between clerks and the decision to postpone Pin Kerbing until 2012.

8.3 Full Year Forecast

- 8.3.1 In December 2011, EHDC awarded the council £640 from the new homes bonus, and pledged £2,187 for the year 2012/13.
- 8.3.2 The council plans to complete the major arboricultural work which is estimated at £3,333 +VAT.
- 8.3.3 The risk of another invasion from travellers remains high and the council has agreed to create a legal reserve.

8.4 Reserves

- 8.4.1 The risk of a claim against the CROW fund is reduced and it is recommended that this fund be adjusted by £3000 to £7000.
- 8.4.2 The council self insures bus shelters. Provision was made to use this reserve for emergency greens maintenance. However, since the Greens Working Party's recommendation of no physical work, this reserve can be set back to £5000.
- 8.4.3 The open spaces reserve, which was also adjusted to provide funds for greens protection can also be reset to £5000. This reserve is planned to be spent on in Kerbing in 2012/13.
- 8.4.4 The legal reserve can be set at £2500, plus an allowance of £500 is built into the base budget for 2012/13.
- 8.4.5 The war memorial reserve remains at £8,122.

8.5 2012 Income

- 8.5.1 Should the council agree to switch bank accounts, an estimated £300 interest could be generated in 2012/13.
- 8.5.2 The grant from EHDC for NHB is set at £2,239.
- 8.5.3 The council will claim back £2,187 in VAT from 2011/12.
- 8.5.4 This gives a total non-precept income for 2012/13 will be £4,720 (VAT + NHB + interest)

8.6 2012 Expenditure

The main areas of expenditure will be:

- 8.6.1 Admin: 3238 (inc VAT). This line has increased 49% and includes an allowance for member training (£400), legal (£500), insurance (£565) HAPTC membership (£367) and general admin (£1,000).
- 8.6.2 Open Spaces: £5,600 (inc VAT) which is mainly grass cutting (£5,250 inc VAT) and tree work (£250 inc VAT).
- 8.6.3 Staff: £3,800
- 8.6.4 Greens Maintenance: £6,000 inc VAT is assigned to Pin Kerbing and other measures (e.g. bollard repair).

8.7 General Fund

- 8.6.5 The general fund is the cash less earmarked reserves. In April 2011, the GF balance was 5700. The forecast GF at 31st March 2012 was **£6,668**. The current forecast gives a GF balance at 31st March of **£3,639**.
- 8.6.6 The recommended GF is 50% of precept.
- 8.6.7 The GF balance at 31st Marc 2012 is set at **£5,077**.

8.8 Precept

- 8.8.1 In order to meet the planned expenditure and maintain an acceptable GF balance a precept of **£11,400** is required. **This is a 10% uplift on 2011.**
- 8.8.2 At the present time, parish councils are not capped. The government has confirmed this position for 2012/12. However, there is a strong possibility that parish councils will be brought into the new capping regime whereby, if a precepting authority wants to set a precept increase of more than a set amount (3.5% this year) it will need to win support for the increase through a referendum.

8.9 Recommendation:

That the council sets its 2012 budget as attached in Appendix 1:

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ITEM 9 PRECEPT

9.1 Council tax base

In 2011/12 the parish's council tax base was £311.64. This means that for every £311.64 of precept costs a band D tax payer £1. So, each £1000 of precept costs each band D tax payer:

$$\frac{\pounds 1,000}{\pounds 311.64} = \pounds 3.21$$

In 2011 the precept was £10,400 or £33.37 per band D house.

The recommendation of £11,400 would mean an annual charge of £36.58 an increase of **£3.21 per year** or **six pence per week**.

9.2 Recommendation:

The council sets a precept for 2012/13 of **£11,400**.

	Budget 2012/13 Category	2011 Budget	2011 Forecast	Note on Forecast	2012/13 Budget	% Note on 2012 Budget
Inc & Exp	Income					
	Precept	10,400	10,400		11,400	10%
	VAT	0	751	No VAT allow in budget	2,187	VAT recovery
	NHB	0	640	New Home Bonus	2,239	
	Interest			Interest	300	
	Easement			Easement	1	
	Other	0	1	New Home Bonus	16,127	55% No longer reliant on reserves
	Total	10,400	11,792			
	Expenditure					
	Admin	2,200	2929.12	Additional training and legal	3238	47%
	Open spaces	6,100	10032	No Arboricultural work	5600	-8%
	Greens Maint.	6,300	1140	No pin kerbing	6,000	-5% Pin Kerbing
	Staff salary	3,300	2700	Clerk interregnum	3300	0%
	Staff expenses	500	500		500	0%
	War memorial	0	0		0	
	S.137	50	20		50	0%
	Total	18,450	17,321		18,688	1% (2235 recoverable)
	Use of Reserves	8,050	5,529		2,561	Use of reserves
CASH	O Bal	36,790	36,790		31,261	-15%
	War mem	8,122	8,122		8,122	
	Insurance	7,000	7,000		5,000	
	Op spaces	5,000	5,000		5,000	
	CROW	10,000	10,000		7,000	
	Legal				2,500	
	Opening Reserves	30,122	30,122		27,622	-8%
	General Fund	6,668	6,668	Cash - reserves	3,639	-45% Cash - reserves
	Inc	10,400	11,792		16,127	55%
	Exp	18,450	17,321		18,688	1%
	To/From Reserves	-8,050	-5,529	To/From Reserves	-2,561	To/From Reserves
	War mem	8,122	8,122		8,122	0% No change
	Insurance	7,000	5,000	reduced risk	6,000	-14% new risk assessment
	Op spaces	0	5,000	unspent reserve	0	Spent on Greens
	CROW	6,950	7,000	reduced risk	7,000	1% Hold at reduced level
	Legal		2,500	Provision for eviction	2,500	Prov. for eviction, + £500 in exp.
	Closing Reserves	22,072	27,622		23,622	7%
	C Bal	28,740	31,261		28,699	0%
	General Fund	6,668	3,639		5,077	-24%

DETAIL	Admin		Gross	VAT		Gross	VAT	
	Payroll	50	42	7	3 pay periods	60	10	20% 4 pay periods
	General	1,020	750	125		1000	167	-2%
	Insurance	565	565	0	Inflation	600	0	6%
	Audit	198	198	33		198	33	0%
	HAPTC	367	367	0	Inflation	380	0	4%
	Clerk Training	0	100	0	Not budgeted for	100	0	
	Member training	0	0	0	Not budgeted for	400	0	NPPF
	Legal	0	907	151	Not budgeted for	500	83	
	Admin Total	2,200	2,929	316		3238	293	47%
Open Spaces								
	Grass cutting	5,000	4,920	80		5,250	875	5% Inflation
	Arboricultural survey	500	960	160	Not budgeted for	0	0	-100% Not required 2012
	Arboricultural work	500	4,002	667	Not budgeted for	250	42	-50% No major work 2012
	Play Area	100	150	25		100	17	0%
	Open Spaces Total	6,100	10,032	1,672		5,600	933	-8%
Staff								
	Salary	3,300	2,700	0	Clerk interegnum	3,300	0	0%
	Expenses	500	500	8		500	8	0%
	Staff Total	3,800	3,200	8		3,800	8	0%
Greens Maintenance								
	Kerbing	6,300	0	0		6,000	1,000	-5% Pin Kerbing
	Protection	0	1,140	190	Cumberland green	0	0	
	Total	6,300	1,140	190		6,000	1,000	-5%
War Memorial		0	0			0		
S137								
	British Legion	20	20	0		25	0	25%
	Other	30				25	0	-17%
	Total	50	20	0		50	0	0%

Hertingfordbury Parish Council

Planning Applications

(as of 09 Jan 2012)

LPA ref	Date rec'd	Application site	Closing Date	PC comment	LPA decision	Appeal
3/08/1465	06/11/08	Land off Welwyn Road		No objection		
3/10/0863	27/05/10	6 Letty Green		Opposed	Granted	
3/10/0916	02/06/10	3 Holly Bushes, Tewin		No objection	Refused	
3/10/0993	12/06/10	Munns Farm Cole Green		Support	Granted	
3/10/1541	02/09/10	Land N of Old Coach Road		Opposed	Withdrawn	
3/10/1728	08/09/10	50 Chapel Lane		No objection	Granted	
3/10/1842	28/10/10	10 Station Road		No objection	Granted	
3/10/1888	30/10/10	54 Birch Green		No objection	Granted	
3/10/2165	05/01/11	3 Holly Bushes, Tewin		No objection	Granted/A	
3/10/2032	10/11/11	Old Clay Pit, St Mary's La		No objection	Refused	Dismissed
3/11/0187	02/03/11	Hertingfordbury Cowper School		Opposed	Granted	
3/11/0329	03/09/11	Pet & Garden Centre Cole Green		No objection	Granted	
3/11/0410	28/04/11	19 Chapel Lane		No objection	Refused	
3/11/0460	30/04/11	Panshanger Orangery		No objection	Granted	
3/11/0574	01/09/11	Farthing Hall 29 Cole Green	21/09/2011	No objection	Granted	
3/11/0719	03/06/11	The Elms Pipers End		Comments Made	Granted	
3/11/0770	03/06/11	Mayflower Place		No objection	Granted	
3/11/1470	01/09/11	Old Coach Rd, Birch Green	21/09/2011	Opposed	Withdrawn	
3/11/1389	01/09/11	38 Letty Green	21/09/2011	No objection	Refused	
3/11/1303	01/09/11	12 Staines Green	21/09/2011	No objection	Withdrawn	
3/11/1599	12/10/11	Western, 3-Holly Bushes, Hertford	01/11/2011	No objection	Granted	
3/11/1724	06/10/11	82 Birch Green	02/11/2011	No objection	O/S	
3/11/1807/FI	21/10/11	12 Staines Green	11/11/2011	No objection	Granted	
3/11/1511/FI	18/11/11	Old Coach Rd, Birch Green	15/11/2011			

Appeal key: * appeal lodged (result awaited); U upheld; D dismissed