

**Minutes of the Annual meeting of Hertingfordbury Parish Council held on Wednesday 11 May 2011 at 8.00pm in Hertingfordbury Cowper JMI School, Birch Green**

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**PRESENT:** Cllrs E Bradbury, R Morris, P Rochford, S Edgell, T Brennan, G O'Leary and C Edwards  
In attendance: Mrs N Villa (Clerk), six electors and Cllr Mrs Linda Haysey (District Councillor)

Prior to the start of the meeting, all Councillors made and signed their Declaration of Acceptance of Office

**1. ELECTION OF CHAIRMAN**

In the absence of both the Chairman and Vice Chairman, it was RESOLVED that:  
Cllr E Bradbury take the Chair for the election of the Chairman

It was RESOLVED that:  
Cllr Paul Rochford be elected as Chairman of Hertingfordbury Parish Council for the ensuing municipal year.

Cllr Rochford made and signed his Declaration of Acceptance of Office

**2. CO-OPTION OF COUNCILLORS**

The Chairman reported that due to an administrative error, the nominations for Mr B Jones, Mr R Lester and Mr N Hunt had not reached the Elections Office at the District Council on time to be considered in the recent poll. Mr N Hunt had since indicated that he no longer wished to continue however Mr R Lester and Mr B Jones were prepared to continue to serve. Accordingly, it was RESOLVED that:

Mr B Jones and Mr R Lester were co-opted as Councillors for Hertingfordbury Parish Council with immediate effect.

Cllrs Jones and Lester made and signed their Declarations of Acceptance of Office.

There was some discussion about the co-option of the third candidate to fill the final vacancy on the Council. Cllr Rochford suggested that this decision be deferred until potential candidates had had an opportunity to make themselves known to the existing Councillors and attended one or two meetings to get a proper appreciation of the role of the Council and a Councillor. It was therefore RESOLVED that:

The co-option of a candidate to the final vacant seat on the Parish Council be deferred.

**3. TO RECEIVE MEMBERS' COMPLETED NOTICES OF REGISTRABLE INTERESTS**

Cllrs completed and submitted their updated register of interests.

**4. ELECTION OF VICE CHAIRMAN**

It was RESOLVED that:  
Cllr C Edwards be elected Vice Chairman of the Parish Council for the ensuing municipal year.

**5. APPOINTMENT OF REPRESENTATIVES TO EXTERNAL BODIES**

It was RESOLVED that:

- a) Authority be delegated to the Parish Clerk, in consultation with Cllrs Lester, Bradbury, Edwards, Morris, Brennan and O'Leary to respond to all planning applications submitted in the parish.
- b) The following Councillors represent the Parish Council on external bodies:

Crossings and Greens - Cllr Rochford, Lester and Morris  
Highways and Byways - Cllrs O'Leary and Brennan  
Play Area - Cllr Jones  
Waterhall Quarry - Cllr Rochford  
Walter Wallinger Charity - Cllr Edgell  
Panshanger Quarry - Cllrs Morris, Lester, O'Leary and Bradbury

**6. CALENDAR OF MEETINGS FOR ENSUING MUNICIPAL YEAR**

It was RESOLVED that:

The Parish Council meet on the second Wednesday of every month, with the exception of August.

**7. ELECTORS' COMMENTS**

An elector queried whether the Parish Council has perused steps to improve communication with the school, such as attending the Governors meetings or requesting that a representative from the school attend Parish Council meetings. The Chairman reported that this has not been progressed due to the elections but will be considered at the next meeting of the Council.

The issue of the road surface between Cole Green and Letty Green was raised. There are several potholes which were causing concern. It was noted that improving the surface might actually encourage speeding, which is also an ongoing problem. It was suggested that rather than resurface the Old Coach Road, which is in reasonable condition, the funds be diverted to Cole Green/Letty Green. Cllr Haysey agreed to raise this with the Area Highways Manager.

An elector asked how the Parish Council would go about seeking the views of Birch green residents on the issue of the introduction of yellow lines to aid the parking problems. The Chairman stated that there were a number of ways in which the Council might do this but a meeting would probable be the most effective way. An email from the elector, outlining several suggestions on a way forward on this issue and other traffic issues was read to the Council and Cllrs O'Leary and Brennan were tasked with taking the suggestions forward in an appropriate way.

An elector raised the on going situation with the field next to 12 Birch Green, advising that it had been sold on again. The Clerk had not received an update on the Article 4 Direction and anticipated this would be updated at the next meeting.

The issue regarding Birch Green bollards was raised, specifically that the recent letter to residents asking them not to park on the green has been unheeded. The Clerk was instructed to write again to the offenders and ask them to respect the village green and park elsewhere.

**8. MINUTES OF THE LAST MEETING**

RESOLVED that the minutes of the meeting held on 13th April 2011 be confirmed and the Chairman authorised to sign the same.

**9. MATTERS ARISING**

- 9.1 (Minute 126.2) Cllr Rochford had received the specification for pin kerbing and was now sending it to some other contractors
- 9.2 (Minute 126.3) Cllr Rochford hoped to have quotes for suggested repairs for the play area by the next meeting, but thought it prudent to await the ROSPA report before finalising matters
- 9.3 (Minute 126.5) The Clerk advised that she had received no further update from Herts County Council

regarding the response from Gascoyne Cecil Estate on the footpaths questioned. Clerk to update at next meeting.

- 9.4 (Minute 124.2) Cllr Rochford had been unable to contact Mr Dass regarding the war memorial and will seek other options
- 9.5 (Minute 124.3) Maitland Wood - handrail requires minor repair and the sign is in reasonable condition but requires re-varnishing. Cllr Rochford will attend to these items.
- 9.6 (Minute 124.4) Cllr Lester had walked the area around Chapel Lane to investigate the reported dog fouling problem and found no evidence of a problem but will continue to monitor the area.
- 9.7 (Minute 124.5) The access point to the Cole Green Way by the bridge at the bottom of Chapel Lane has some wire mesh steps and a bridged ditch that requires repair and at present are a trip hazard. The Clerk will report to the relevant authorities.
- 9.8 All other matters had either been completed or were a separate agenda item.

#### **10. REVIEW OF COUNCIL'S INSURANCE**

The Council was asked to review the insurance arrangements to confirm that they considered them adequate for the Council's needs. Cllr Lester advised that some years ago the Council had agreed not to insure individual items, but to create a reserve which could cover any required repairs as this would represent best value for the tax payer. It was agreed to continue on this basis and therefore RESOLVED to:

Accept the renewal quote from Came and Co and renew the insurance for a further term.

#### **11. FINANCE**

- 11.1 The financial statement was received and noted.
- 11.2 No payments had been made since the last meeting.
- 11.3 It was RESOLVED that:  
  
Four payments be approved (appended to these minutes)
- 11.4 The Clerk was instructed to ask the bank for a new mandate in order to allow new Cllrs to become signatories.
- 11.5 In light of the new HMRC requirements for all Council's to operate PAYE, it was RESOLVED that:  
  
Douglas Tonks Ltd be instructed to undertake the Council's payroll function.

#### **12. INTERNAL AUDIT, ANNUAL RETURN AND YEAR END ACCOUNTS 2010/11**

- 12.1 It was noted that the Internal Auditors report was not yet available; however the Council reviewed its arrangement for Internal Control, Scope of Internal Audit and agreed that these were adequate for 2011/12.
- 12.2 The Council reviewed the effectiveness of the Internal Audit arrangements and agreed that they were adequate and agreed to continue the current arrangements for 2011/12.
- 12.3 The Council received and approved the accounts for the year ending 31st March 2011 and authorised the Chairman to sign the Statement of Accounts and Annual Governance Statement as soon as this

forms were available from the Internal Auditor.

### **13. PLANNING**

- 13.1 An update on planning applications was received and noted.

### **14. REPORTS**

- 14.1 Crossings and Greens: No update
- 14.2 Highways and Byways: The lorry restrictions signs had been inspected on Old Coach Road and other entrances to the parish. The actual definition of the sign is that lorry's are restricted from access the area unless they are undertaking deliveries, in which case they are permitted.
- 14.3 Play Area: Cllr Lester read an email from a representative of the 'Friends' of the school which sought to work in partnership with the Council to improve the play area. Cllr Rochford would contact them to progress the matter.
- 14.4 Waterhall: There were no current significant issues for the Parish. It was noted that next meeting was 8<sup>th</sup> September 2011
- 14.5 Walter Wallinger's Charity: It was reported that the charity recently agreed to move some of its funds in to a broader variety of investments and had made grants in the last year totalling £1370. The charity currently has a balance of £24,904 against a balance of £26,513 in 2009, but it is hoped that the diversification of investments will help alleviate this loss.
- 14.6 Panshanger Quarry: The next meeting of the liaison group will be held on 7 July 2011, and would involve a tour of the estate prior to the meeting.

### **15. CORRESPONDENCE**

No correspondence had been received.

### **16. MATTERS TO NOTE OR FOR FURTHER DISCUSSION**

- 16.1 Cllr Mrs Haysey reported that the Hertingfordbury Conservation Society AGM was scheduled for 8pm on 17<sup>th</sup> May 2011: all welcome.
- 16.2 Cllr Mrs Haysey also informed Councillors that the next Rural Parish Conference would take place on the 15<sup>th</sup> September in Datchworth.
- 16.3 The next Police Locality meeting would take place at Hertford Police Station on 30<sup>th</sup> May and was an opportunity for residents to specify their top three policing priorities for the next three months.
- 16.4 Cllr Mrs Haysey would like to be kept informed about incidents of fly tipping in the Parish.
- 16.5 Cllr Mrs Haysey kindly invited new Parish Councillors to tea, providing them with an opportunity to learn more about the role of a District Councillor and the various levels of local government.
- 16.6 It was reported that the bollard in Cole Green was still down.
- 16.7 It was reported that a new concrete drive had been installed in Letty Green. The Clerk would check the status of permissions for such work with Herts County Council.
- 16.8 The route for circulation of planning matters was confirmed.

- 16.9 The problem of 'racing' horse drawn carts along the A414 was raised again. The Clerk would contact the Travelling Community Liaison Officer.
- 16.10 It was reported that the area near Hazeldene at the junction of Cole Green Way in East End Green was dangerous to cyclists. It was suggested that drivers need to be made aware that cyclists may be crossing the path on the carriageway and that cyclists need to be made aware that the crossing is actually a carriageway. The Clerk would raise this with the relevant authorities.

The chairman closed the meeting at 9.25pm

Signed

Dated