

HERTINGFORDBURY PARISH COUNCIL

Minutes of the meeting of Hertingfordbury Parish Council held on Wednesday 9th May 2012 at 7.30pm in Hertingfordbury Cowper JMI School, Birch Green

PRESENT: Cllrs C Edwards (Chair), G O'Leary, T Brennan, B Jones, E Bradbury, R Morris S Edgell, K Barden,

In attendance: 10 electors and the Clerk: Tom Brindley. Cllrs District Cllr L Haysey

1. ELECTION OF CHAIRMAN

- 1.1 Nominations were received for: Cllr C Edwards and Cllr G O'Leary.
- 1.2 A vote was held with 4 votes for Cllr Edwards and 4 votes for Cllr O'Leary. Cllr Edwards, as chairman, exercised her right to a casting vote and was duly elected.
- 1.3 Cllr Edwards signed the declaration of acceptance of office.

2. ELECTION OF VICE-CHAIRMAN

Cllr O'Leary was nominated, seconded and elected unopposed.

3. APOLOGIES FOR ABSENCE

Cllr P Rochford

4. CHAIRMAN'S ANNOUNCEMENTS

- 4.1 The chairman proposed and it was **RESOLVED** to suspend standing order 29J to allow members to speak more than once in debate.
- 4.2 Grants policy would be taken under item 8.
- 4.3 Jubilee tree planting would be taken under item 9.

5. DECLARATIONS OF INTEREST

- 5.1 None

6. PUBLIC PARTICIPATION

- 6.1 Members of the public were invited to ask questions and make suggestions regarding the business of the meeting.
- 6.2 Brenda Smith asked about car parking outside the school.

7. MINUTES OF MEETING 11th APRIL 2012

RESOLVED that the minutes of the meeting held on 11th April 2012 be confirmed and signed by the chairman as a correct record.

8. MATTERS ARISING

8.1 Grants Policy

- 8.1.1 The clerk presented the proposed Grants policy. A debate was held on paragraph 3.1 which limited the amount of a single grant to £500. The clerk advised that setting a limit for a single application would be best practice and that this also helped set expectations of those submitting an application. Three options were discussed:

- No limit
- £1000 limit



HERTINGFORDBURY PARISH COUNCIL

- £500 limit.

8.1.2 It was **RESOLVED** to set the limit at £500.

8.1.3 It was **RESOLVED** to adopt the Grants Policy.

8.2 A grant application had already been received from the Greens Residents Action Community group.

8.2.1 Cllr O'Leary declared a prejudicial interest and left the room. Cllrs Edgell, Morris and Jones declared personal interests and remained and took part in the debate.

8.2.2 The council considered the grant which had been applied for at the April meeting prior to adoption of the policy. As such it would not be possible for the grant to comply with the newly adopted policy. It was **RESOLVED** to suspend the grants policy for this application.

8.2.3 The council debated and **RESOLVED** to grant £1000 to the Greens Community Action Group. A cheque was prepared and signed.

8.2.4 Cllr O'Leary rejoined the meeting.

8.3 Jubilee Tree

8.3.1 As previously agreed a tree is to be planted to celebrate the diamond jubilee. It was **RESOLVED** to invite Mrs Phyllis Harrison, 8 Staines Green, probably the oldest resident in the civil parish, to plant the tree at Cole Green. Cllr Rochford has already set aside a tree from Sherwood Forest for the purpose.

8.3.2 It was further **RESOLVED** to plant a second tree at Birch Green where Charlie Lewis will be invited to plant the tree.

8.3.3 Cllr Bradbury agreed to organize the tree planting and liaise with Guy at Rochford's nurseries.

9. TO CO-OPT A COUNCILLOR

9.1 The vacancy having been advertised for the required period, the district council had confirmed that the council could co-opt a member to fill the vacancy

9.2 The clerk advised that only one application had been received, from Haidy Blake.

9.3 The council unanimously **RESOLVED** to co-opt Haidy Blake to fill the vacancy.

9.4 Haidy Blake signed the declaration of acceptance and undertook to complete a declaration of interests within 28 days.

10. APPOINTMENT TO OUTSIDE BODIES

10.1 Walter Wallinger's Charity Cllr Edgell

10.2 Panshanger Liaison Group Cllrs Morris and O'Leary

10.3 Water Hall Quarry Cllr Rochford

11. PLANNING COMMITTEE

It was **RESOLVED** that authority be delegated to the Parish Clerk, in consultation with Cllrs Bradbury, Edwards, Morris, Barden and Blake to respond to all planning applications submitted in the parish.

12. SPECIAL RESPONSIBILITY

12.1 The following agreed to take on special responsibilities:

HERTINGFORDBURY PARISH COUNCIL

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|------------------------------|-----------------------------------|
| • Crossings and Greens | Cllrs Barden, Rochford and Morris |
| • Highways and Byways | Cllr Brennan |
| • Play Area | Cllr Jones |
| • Car Parking in Birch Green | Cllrs Jones and O'Leary |
| • Footpaths | Cllr Rochford |
| • Transport | Cllr Morris |
| • Website | The clerk |

13. COUNCIL ASSETS and INSURANCE

- 13.1 The Council was asked to review the insurance arrangements to confirm that they considered them adequate for the Council's needs. The clerk tabled a report listing the council assets and book value. This had not changed in the year.
- 13.2 The clerk explained that the council self insured its assets and that an insurance reserve of £5000 was set aside for this purpose. Members **RESOLVED** that this was an acceptable reserve to cover the risks.
- 13.3 For other insurance matters it was resolved to accept the quote from Zurich Municipal insurance.

14. FINANCE

- 14.1 The financial statement was received and noted.
- 14.2 It was **RESOLVED** that following payments be authorised:
- The clerk for expenses incurred: £218.11
 - Coopers: £1107.60
 - Greens Community Action Group: £1000 for representation at the planning appeal.
 - £30,000 was transferred by cheque from the Cater Allen account to the new Co-Op account.

15. ANNUAL ACCOUNTS and ANNUAL GOVERNANCE STATEMENT

- 15.1 It was noted that the Internal Auditor's report was not yet available; however the Council reviewed its arrangement for Internal Control and Scope of Internal Audit and agreed that these were adequate for 2012/13.
- 15.2 The Council reviewed the effectiveness of the Internal Audit arrangements and agreed that they were adequate and agreed to continue the current arrangements for 2012/13.
- 15.3 The Council received and approved the accounts for the year ending 31st March 2012 and authorised the Chairman to sign the Statement of Accounts and Annual Governance Statement as soon as the forms were available from the Internal Auditor.

16. PLANNING APPLICATIONS

- 16.1 No planning applications or decisions had been received.
- 16.2 Appeal regarding Land off The Old Coach Road
- The clerk tabled a draft statement outlining the principal planning objections. It was **RESOLVED** that Cllr Edgell would represent the council and make a verbal representation.

17. REPORTS

- 17.1 Crossings and Greens: Nothing to report
- 17.2 Highways and Byways: Nothing to report



HERTINGFORDBURY PARISH COUNCIL

17.3 Play areas:

The clerk had found a company able to supply the damaged seats and attend to repairs identified in the play area inspection. It was hoped that repairs would be made during May.

17.4 Water Hall Quarry: Nothing to report

17.5 Walter Wallinger's Charity: Cllr Morris had attended the meeting and advised that an award had been made to a local resident.

17.6 Panshanger Quarry

The clerk had made contact with Annie Butterfield, Lafarge who advised that the next meeting would be 10am on Thursday, 21st June at Lafarge's Panshanger Offices. It would be possible to raise the idea of a footpath walk at the meeting.
An invitation had been received for two members to attend the Herts County Show on 2nd June 2012 as guests of Lafarge. Cllr Edgell said she might like to attend.

17.7 Car parking in Birch Green

Cllrs O'Leary and Jones have met and are pursuing ideas with the school. A log of incidents is being kept.

18. CORRESPONDENCE

A request had been received from Mr N Hunt to hold a Jubilee event at Letty Green on Sunday 3rd June. It was **RESOLVED** to allow Mr Hunt permission to hold the event and confirmed that the parish council's insurance covered such circumstances.

19. MATTERS TO NOTE OR FOR FURTHER DISCUSSION

19.1 Cllr Morris asked why the resurfacing from Staines green had not been completed.

19.2 It was noted that Mitchells had asked for permission from the Transport Commissioners for an additional 25 lorries to use the Birchall Lane depot.

19.3 Cllr Edgell asked about greater crested newts in the field near The Old Coach Rd. Cllr Blake advised that GRAC is planning to commission a survey.

19.4 Cllr Brennan advised that a Birch Green resident, Mrs Margaret Clark, had received a community safety citizen's award.

19.5 Cllr Brennan advised that he had successfully obtained a rebate on water rates because surface water was channelled to a soak way and not to the main sewerage system and suggested other residents might be able to obtain a similar discount on application to the water company.

19.6 District Cllr Haysey advised that East Herts Council was reviewing conservation areas. The clerk was asked to write to Tim Hagyard requesting the Greens be considered for conservation status (East End Green already has this).

19.7 District Cllr Haysey advised that the Hertingfordbury Conservation Society meeting was on 30th May, 8.00 pm at the cricket pavilion.

The chairman closed the meeting at 9.55 pm

Signed

Dated

Hertingfordbury Parish Council

Financial Statement as at 30 Apr 2012

Balance at 1/4/2011 30,321.73

xcheck 0.0

Total receipts **5,700.00**

Payments:		Orig Budget:	Rev Budget
Admin	448.59	3238	3238
Open spcs & maint.	0.00	5600	5600
Greens protection	0.00	6000	6000
Staff salary	517.91	3300	3300
Staff expenses	43.37	500	500
War memorial	0.00	0	0
S.137	0.00	50	1250
VAT	4.77		
Total Payments	<u>1,014.64</u>	<u>18,688.00</u>	<u>19,888.00</u>
Unpaid cq	0.00		
Unbanked receipts	0.00		
Current Balance	<u>35,007.09</u>		

Bank a/c:	
Cater Allen	35,007.09
Co-Op	.00
Reserves:	
War mem	8,122
Insurance	5,000
Op spaces	5,000
CROW	7,000
Legal	2,500
Available	<u>7,385.09</u>

Movements since last report

<u>Receipts since last report</u>		<u>Net</u>	<u>VAT</u>	<u>Gross</u>		
EHDC	*	5,700.00	0.00	5,700.00	Reconcile	
					B Fwd	30321.73
					Movements	-4,685.36
					Unpaid cq	0.00
					Unbanked receipts	0.00
					Balance	35,007.09
					OK	
Totals		<u>5,700.00</u>	<u>0.00</u>	<u>5,700.00</u>		
<u>Payments since last report</u>						
	<u>Payee</u>	<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
EHC	*	100	64.30	0.00	64.30	OK
T Brindley	*	101	51.41	2.43	53.84	OK
D Tonks	*	DD	11.70	2.34	14.04	OK
T Brindley	*	DD	517.91	0.00	517.91	OK
HAPTC	*	102	364.55		364.55	OK
						OK
						OK
						OK
* = approved at Apr meeting		<u>Totals</u>	<u>1,009.87</u>	<u>4.77</u>	<u>1,014.64</u>	
Total movement					<u>-4,685.36</u>	

Payments for approval at meeting on 9 May 2012

Payments since last meeting

NONE

OK
OK

<u>Payments due</u>		<u>Totals</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<u>Payee</u>	<u>Description</u>	<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
T Brindley	Clerk expense	104	215.45	2.66	218.11	OK
Cooper	Grass	105	923.00	184.60	1107.60	OK
						OK
						OK
						OK
						OK
Totals		<u>1,138.45</u>	<u>187.26</u>	<u>1,325.71</u>		OK

Other

Transfer	To new a/c	103	30,000
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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)
 Other, LGA 1972 s137