

Widford Parish Council

Minutes of the Widford Ordinary Parish Council Meeting Tuesday 6th March 2018 at 8.40pm in the Village Hall following the Annual Meeting of the Parish



PRESENT: Cllr Jill Buck, Chairman (JB); Cllr Carol Blackett; Cllr Babs Edwards (BE);
Cllr Paul Riddle (PR)

County Cllr Eric Buckmaster and four other members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman thanked those present staying following the Annual Meeting of the Parish, and opened the meeting at 8.40pm

ACTION

18.018 Apologies for absence

1. Councillors: None – all present
2. Others: Mr & Mrs Scott. *Apologies from District Cllr Robert Brunton were received after the meeting.*

18.019 Declarations of Interest and requests for dispensations

1. **Interests:** None declared
2. **Dispensation requests:** None received

18.020 Casual vacancy: No applications received.

18.021 Minutes of the Ordinary Parish Council Meeting held on 16th January 2018

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 16th January 2018 were a true and accurate record.** The Chairman signed the Minutes.

JB/Clerk

18.022 Police report: The police report was made by PCSO Leon de Bruyn to the Annual Meeting of the Parish held earlier in the evening.

18.023 Chairman's announcements: None

18.024 Planning

1. **New Applications:** None received

2. Decision Notices

3/18/0110/VAR Corner of Levenage Lane & Hunsdon Road: Variation of Condition 2 of permission 3/17/1182. Revised layout & parking arrangements. **DECISION AWAITED**
It was noted that the contractors' plant is exiting directly on to the chicane and the chicane should be moved/made more effective. Residents have expressed thanks to the Clerk for clarifying the legal status of an unadopted road.

3/17/2973/HH 5 Priory Farm Yard: Single storey rear extension. **GRANTED**

3/17/2918/FUL Rear of 1 Coombe Villas: Erect 3 detached dwellings. **DECISION AWAITED**

3/17/1559/FUL & E/17/0106/ENF: Stables, Pegs Lane: Change of use of land for stabling and residential. 1 static caravan, 1 touring caravan, parking and development for one Romani Gypsy family – part retrospective. **DECISION AWAITED**

17/00111/REFUSE, 3/17/1008/FUL Long Meadow, Ware Road: Demolish existing agricultural buildings and erect 4no. detached 4-bed houses: **APPEAL – DECISION AWAITED**

3. Other planning matters, including items received too late for the agenda

1. **Late planning applications:** None
2. **Priory Farm:** hedge reinstatement: no enforcement action taken yet; it was noted that the track is being used and its surface is potholed.
3. **Development at Adams Farm:** No official notification of intentions received. The field is known to be a nesting site for Skylarks, and is also a haunt of the more endangered Corn Bunting. The RSPB has provided useful information about the conservation responsibilities of local authorities under Section 41 of the 2006 Natural Environment and Rural Communities (NERC) Act. CPRE has been asked about their experience in invoking the NERC Act. Their response is awaited.

**JB/PR/
Clerk**

4. **East Herts District Plan Modification Consultation:** A response is being considered. JB/Clerk
 5. **Draft Minerals Local Plan consultation:** The response made by the Parish Council was noted. ALL

18.025 Reports by County and District Councillors

County Cllr Eric Buckmaster.

- SIDs: Herts Highways' view is that there is no suitable location on the Northern approach to the village. Cllr Buckmaster will continue to keep an eye on the position.
- A traffic flow study could be undertaken, although that would not give speed indications
- Highways budgetted programme has been done - but not the railings! (The Clerk said that he had raised that issue with Conservation Officer John Bosworth, who in turn was looking at it with HCC's Laurie Humphries). Clerk
- The DriveSafe scheme could be adopted if sufficient volunteers can be found to meet the criteria. Will forward information via the Clerk. Clerk/ALL
- The advice that parish councils should not include the New Homes Bonus grants in their budgets was badly worded and has caused confusion. There is a possibility that the NHB will still be paid in the summer. In line with the earlier agreement.
- Once the Modifications Consultation is concluded, it hoped that the District Plan will be made by May/June.
- A reminder that the Herts Warmer Homes Scheme is open to eligible residents.

District Cllr Bob Brunton was not present; No report submitted.

18.026 Finance

1. Report of the Council's finances for 1 January to 28 February was received (Appendix A)

<u>Finance Summary from 1 Jan to 28 February</u>	£
Opening bank balance 1 January	12,011.05
Plus: income to 28 February	297.90
Minus: expenditure to 28 February	<u>1,867.83</u>
	11,441.12
Minus previous months' cheques presented in period	<u>201.20</u>
Balance available to Council 28 February (cashbook balance)	10,239.92
Plus: unrepresented cheques as at 28 February	<u>774.91</u>
Bank balance: reconciled with bank statement, 28 February	<u>11,014.83</u>

Reconciliation of the Accounts to the bank statements was noted and it was unanimously

RESOLVED that the Accounts Statement for 1 January to 28 February be accepted. Clerk

Cllr Carol Blackett, as a non-signatory member, signed the accounts sheet and bank statement to verify the accounts and ban reconciliation. CB/Clerk

2. Financial position against 2017/18 budget

The Clerk presented the position as at 28th February, with a projection to the year-end. Budgeted income was £13,674; the currently projected income is £14,281. Budgeted net expenditure was £10,907; the currently projected net expenditure is £12,287. The 2017/18 budget gave a year-end bank balance of £8,192, now projected to be £7,419 based on currently available information and including ring-fenced memorial seat funds. It was noted that the annual fee for the Benningfield Licence has now been paid. Clerk

3. List of payments. It was unanimously **RESOLVED to approve all the payments as listed** Clerk

Date	Payee	Item	£	Chq	Power
22/1	J English	Litterpicking Jan	116.00	S/O	OSA 1906 s9 & s10
30/1	Clerk	Salary January + Transparency pay	250.00	1135	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
30/1	Namesco Ltd	Website hosting	231.36	1136	LGA 1972 s111
22/2	J English	Litterpicking Feb	116.00	S/O	OSA 1906 s9 & s10
26/2	Clerk	Salary January + Transparency pay	250.00	1137	LGA 1972 s112(1), (2A) & s151; LA 2011 s41

26/2	East Herts	Dog bin emptying	774.91	1138	OSA 1906 s10(b)
6/3	Clerk	Expenses Jan/Feb	43.40	1139	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
6/3	Clerk Petty Cash	Top-up Jan/Feb	17.27	1140	LGA 1972 s111
6/3	Clerk Petty Cash	Refreshments APM	8.05	1141	LGA 1972 s111
6/3	Clerk reimburse	Ink cartridges	57.62	1142	LGA 1972 s111
6/3	CommuniCorp	Annual Subs	100.00	1143	LGA 1972 s111
		Recoverable VAT included	177.31		

Cheques for 6th March were signed at the end of the meeting.

Clerk

4. Internal Auditor. It was **RESOLVED to appoint Steve Vine as the internal Auditor for the 2017/18 accounts.**

Clerk

5. Donation to CPRE: It was **RESOLVED to defer considering a donation until later in the year once the 2018/19 performance against budget can be assessed.**

Clerk

18.027 General Data Protection Regulations (GDPR) to be enacted 25 May 2018

Despite expectations to the contrary, DPO Ltd have yet to provide a Service Agreement contract for its DPO services for the coming year. In order to expedite matters once the contract is received, and providing the contract is in order, it was **RESOLVED to delegate powers to the Clerk to sign the contract when it arrives.**

Clerk

18.028 Correspondence

The list of correspondence was noted as it appeared on the Agenda:

- Parishioner: Rubbish blowing from South Paw Farm
- Parishioner: ongoing issue with SID provision by HCC (18.030.2.1)
- Post Office Ltd: re Hunsdon Post Office services closure
- AK Hobson: re bus stop repair (18.030.2.4)
- DPO Ltd: GDPR and DPO services (18.027)
- Parishioners: re mess and damage to green outside Ash View (18.030.3)
- HAPTC: re NALC response to DEFRA consultation on crime and poor performance in the waste sector (18.032.2)
- Highways/Planning/C Cllr: re Levenage Lane and B180 issues (18.030.2.2)
- CC E Buckmaster: re CCG access to GP Practice engagement (18.032.3)
- HAPTC/NALC: GDPR Toolkit (18.027)
- CC E Buckmaster/Highways/Conservation Officer: Nether Street railings (18.030.2.4)
- RSPB: Information on declining and endangered bird species in re planning related matters (18.024.3.3)

18.029 Village Reports

1. Village Hall and archive:

No report.

2. Allotments

Cllr Babs Edwards:

The Annual Meeting is on 20th March.

Currently, of the 14 workable plots, 12 are occupied with 1 prospective tenant interested.

The fencing erected by a former tenant will be removed shortly.

Dan Stephenson unable to continue maintaining the grass areas; David Jarrett has agreed to take it on for £300 pa (which is within the budget of £350). It was **RESOLVED that David Jarrett be engaged to cut the grass paths and community orchard for £300pa, and to cut the unoccupied plots twice a year for £120.**

BE

BE/Clerk

3. Playing Field: Reported and discussed at the Annual Meeting of the Parish held earlier in the evening.

4. Closed Churchyard

1. Wiseman family monument: The Chairman reported that the PCC has said they are Making arrangements for the monument to be restored to safety.

JB/Clerk

2. Open Churchyard: Because it is outside the Parish Council's remit, it was **RESOLVED to be inappropriate to make a grant towards the restoration costs.**

- 18.030 Highways, footpaths and byways**
- 1. Footpath, footways and kerbs.** The new bollards and patched pot-holes by the Playing Field entrance were noted.
 - 2. Highways**
 - 1.** Parish SID: With County Cllr Buckmaster to follow up with Highways when it is opportune.
 - 2.** Levenage Lane junction: discussed at the Annual Meeting of the Parish held earlier in the evening.
 - 3.** Bus shelter repair: The Clerk reported that three quotes are with Zurich Insurance for consideration and approval **Clerk**
 - 4.** Nether Street railings: discussed at the Annual Meeting of the Parish held earlier in the evening. **Clerk**
 - 3.** Mess and damage to the green outside Ash View. It was agreed that this was a matter for Ash View and the building contractors
- 18.031 Website and Broadband**
Nothing to report. It was agreed to remove this as a regular agenda item **Clerk**
- 18.032 Consultation responses**
- 1. HCC: Hertfordshire Waste Local Plan Consultation, 5 Feb to 30 March.** No response agreed.
 - 2. HAPTC/NALC: DEFRA consultation on crime and poor performance in the waste sector.** By 9th March. No response agreed.
 - 3. CCG survey:** East Herts GP Practice access; deadline now 20 April. No response agreed.
- 18.033 Urgent matters** received too late for inclusion on this agenda
No urgent matters received.
- Since many matters had been fully discussed with the public earlier in the evening, and due to the lateness of the hour, it was agreed not to open the meeting for further public comments.*
- 18.034 Items for future agendas**
- To consider a grant towards maintenance costs of the open churchyard (May 2018 Meeting) **Clerk**
 - To consider increasing the 2019/20 precept by £1,000 to provide ringfenced funding toward the Playing Field maintenance, and to consider making a grant towards 2018/19 costs. **Clerk**
- 18.035 Date of next meetings: Tuesday 1st May in the Village Hall**
- 1.** Annual Parish Council Meeting, 7pm, followed by: **Clerk**
 - 2.** May Ordinary Parish Council Meeting at approximately 7.30pm **Clerk**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.38pm.

Signed.....Dated.....