

Widford Parish Council

Minutes of the Widford Ordinary Parish Council Meeting Tuesday 1st May 2018 at 7.20pm in the Village Hall following the Annual Parish Council Meeting



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

Seven members of the public, PCSO Neil Major, County Cllr Eric Buckmaster arrived at the end of the meeting.

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman thanked those present staying following the Annual Parish Council Meeting, welcomed others, and opened the meeting at 7.20pm

ACTION

18.045 Apologies for absence

1. Councillors: Cllr Carol Blackett (personal/family)
2. Others: District Cllr Robert Brunton; County Cllr Eric Buckmaster apologised that he would be arriving late.

18.046 Declarations of Interest and requests for dispensations

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

18.047 Casual vacancies: No applications received. It was agreed to print and send a flyer to every house to try and encourage two parishioners to apply for co-option.

PR/Clerk

18.048 1. Minutes of the Ordinary Parish Council Meeting held on 6th March 2018

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 6th March 2018 were a true and accurate record.** The Chairman signed the Minutes.

JB/Clerk

2. Draft Minutes of the Annual Meeting of the Parish held on 6th March 2018 were received and accepted as an accurate record. To be approved by residents attending the Annual Meeting of the Parish in May 2019.

Clerk

18.049 Police report: The police report was made by PCSO Neil Major. It was noted that the car parked near the B180/B1004 junction has now been removed. In the period 1st January to 30th April 2018 only one crime was reported in the parish (burglary), compared to two crimes in the same period 2017. Although reported crime is going up generally, Herts Constabulary performance is in the top 25% nationally. The increase in reported crime is in part due to the changes in crime designation.

The Chairman thanked PCSO Major, who then left the meeting.

18.050 Chairman's announcements: None

18.051 Planning

1. New Applications:

3/18/0735/FUL Plovers, Medcalf Hill: Demolish dwelling and outbuildings. Erect one 4-bedroom dwelling with garage. Landscaping & new driveway. It was **RESOLVED to make no objections. However, it was agreed to make the following comments:** *There are concerns about the dangers posed by vehicles entering and leaving the site. The junction of the driveway with the B1004 is at a point where visibility is poor for exiting vehicles, the entrance is hidden from main-road traffic, the B1004 is narrow, and traffic speeds are frequently dangerously high. Furthermore, the replacement dwelling, being considerably larger than the present one, could indicate the probability of an increase in the number of vehicles regularly entering and exiting the site than at present. Should this application be approved, the Parish Council wished these concerns to be comprehensively addressed.*

Clerk

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.

GRANTED

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

REFUSED

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: **APPEALED – APPEAL GRANTED**

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

1. **Late planning applications:** None
2. **Priory Farm:** hedge reinstatement: no report of enforcement action.
3. **Development at Adams Farm:** No notice has been received of a formal application. The meeting was opened for public comments over concerns about this potential development, particularly where the entrance road to the site might be located. The Parish Council will take note of these concerns in its consultee comments as and when a formal planning application is received.

JB/PR/

18.052 Reports by County and District Councillors

In his absence, the Chairman read extracts from the 2017/18 report submitted by District Cllr Bob Brunton.

It was agreed to defer County Cllr Eric Buckmaster’s report until later in the meeting in the hope that he would arrive.

18.053 Finance

1. Report of the Council’s finances for 1 to 31 March (year-end) and from 1 to 30 April was received (Appendices A)

<u>Finance Summary from 1 to 31 March</u>	£
Opening bank balance 1 March	11,014.83
Plus: income to 31 March	250.69
Minus: expenditure to 31 March	<u>922.16</u>
	10,343.46
Minus previous months’ cheques presented in period	<u>774.91</u>
Balance available to Council 31 March (year-end cashbook balance)	9,568.55
Plus: unrepresented cheques as at 31 March	<u>579.82</u>
Bank balance: reconciled with bank statement, 31 March	<u>10,148.27</u>

<u>Finance Summary from 1 to 30 April</u>	£
Opening bank balance 1 April	10,148.27
Plus: income to 30 April	6,000.00
Minus: expenditure to 30 April	<u>731.19</u>
	15,417.08
Minus previous months’ cheques presented in period	<u>579.82</u>
Balance available to Council 30 April (cashbook balance)	14,837.26
Plus: unrepresented cheques as at 30 April	<u>615.19</u>
Bank balance: reconciled with bank statement, 30 April	<u>15,452.45</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

2. A non-signatory member was not present to sign the accounts sheet and bank statement to verify the accounts and bank reconciliation.

Clerk

3. Financial performance against 2017/18 budget at year-end 31 March

The Clerk presented the final year-end position as at 31st March. Budgeted income was £13,674; the actual income was £14,281 plus £946 VAT reclaimed for 16/17 and 17/18 giving a total income of £15,227. Budgeted net expenditure was £10,907; the actual net expenditure was £10,138 (£10,389 gross). The 2017/18 budget projected a year-end bank balance total of £8,192 (£7,692 excluding ring-fenced funds); the actual total bank balance was £10,148 (£9,068 excluding ring-fenced funds). It was noted that much of the anticipated GDPR expenditure projected in the last quarter had not materialised and would therefore happen in the new financial year.

Clerk

4. 1. **The internal auditor's approval of the Annual accounts for 2017/18** was noted.
2. It was unanimously **RESOLVED to approve and sign the Annual Governance and Accountability Return (AGAR), 2017/18 Part 2, Sections 1 and 2 (Pages 4, 5 & 6)**. The Chairman and Clerk signed Section 1; The RFO and Chairman signed Section 2
3. It was **RESOLVED that the Parish Council meets the exemption qualifying criteria and wishes to declare itself exempt from a Limited Assurance Review (External Audit) for 2017/18**
4. following the above resolution, the RFO and Chairman signed the Certificate of Exemption from the Limited Assurance Review.

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

Clerk

Date	Payee	Item	£	Chq	Power
17/18					
22/3	J English	Litterpicking Mar	116.00	S/O	OSA 1906 s9 & s10
27/3	Village Hall	Hire 20/3	4.50	1144	LGA 1972 s111
27/3	Village Hall	Hire to 16/1	85.50	1145	LGA 1972 s111
27/3	Clerk	Salary March + Transparency pay	291.82	1146	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
27/3	HMRC	PAYE Jan-March	198.00	1147	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
18/19					
3/4	HAPTC	Annual subs	295.19	1148	LGA 1972 s111
22/4	J English	Litterpicking Apr	116.00	S/O	OSA 1906 s9 & s10
30/4	Clerk	Salary April	320.00	1149	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
22/4	C Parrott	Churchyard 1 of 4	240.00	S/O	OSA 1906 s9 & s10
1/5	Clerk	Expenses March/April	37.92	1150	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
1/5	Clerk Petty Cash	Top-up Mar/Apr	7.75	1151	LGA 1972 s111
1/5	Zurich	Annual Insurance	397.85	1152	LGA 1972 s111
1/5	Accountancy Services	Internal Audit	90.00	1153	LGA 1972 s111
1/5	J Turner	Benningfield 1of 3	100.00	1154	OSA 1906 s9 & s10
1/5	Hormead PC	LCR subs 1/3rd	6.00	1155	LGA 1972 s111
		Recoverable VAT included	NIL		

Cheques for 1st May were signed at the end of the meeting.

Clerk

6. It was RESOLVED to approve insurance renewal with Zurich Municipal (1.9% increase)

Clerk

7. The New Homes Bonus Expenditure Performance Audit was noted as submitted to EHC.

Clerk

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

The Clerk reported that the service agreement with LCPAS to act as the Council's DPO has been signed and that templates for some 40 policies and privacy notices are being personalised for approval by LCPAS. Cllr Riddle asked for guidance on how to data audit the website.

Clerk

18.055 Correspondence

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

- Zurich / Ken Hobson: Insurance claim for bus stop (18.057.2.3)
- Parishioner: Status of FP7 reinstatement (18.057.1)
- EHDC: District Plan Modification comments
- Cllr Eric Buckmaster: DriveSafe Scheme information (18.057.2.5)
- Parishioners: Parking on Benningfield Green (18.057.3.2)
- PKF Littlejohn / HAPTC / Internal Auditor: AGAR 2017/18 matters (18.053.4)
- PMA Design and Marketing Agency: Footpath maps and leaflet production (18.060)
- Parishioners / Highways: Status and state of verge outside Ashview (18.057.3)
- EHDC: Hew Homes Bonus Expenditure Review, 2012-2018 (18.053.5)

- Highways: Levenage Lane junction issues (18.057.2.2)
- Police: Car left at B180 and B1004 junction (18.049)
- Parishioner: Speeding cars along Ware Road (18.057.2.1)

18.056 Village Reports

1. Village Hall and archive: No report.

2. Allotments

Cllr Babs Edwards: Of the 14 workable plots, 11 are now occupied. An advert will be placed for more tenants. The water is on again. David Jarrett will cut the grass as and when against the agreed budget. If the former tenant has not removed their fencing erected by 8th May, David Jarrett has agreed to take it away.

BE

Cllr Edwards gave the Clerk £168 collected in rent to be banked, and also GDPR privacy notices signed by the 11 current tenants.

Clerk

3. Playing Field: Cllr Jill Buck reported that she had attended the last PF Committee meeting. The PFC Chairman is doing a survey to see what things parishioners would like to see in the childrens' play area. A resident living nearby said there are 10 children in her neighbouring 6 houses and a refurbished play area would be very welcome. It was agreed that the Playing Field needs to be kept cut otherwise it will be unusable for games, which would be a great pity. Cllr Buck said she has been emptying the litter bins for many years but is now no longer able to do it. It was agreed that the PFMC should take responsibility for this task.

4. Closed Churchyard

1. Wiseman family monument: The PCC has made no progress with the reinstatement.

18.057 Highways, footpaths and byways

1. Footpath, footways and kerbs. FP7 reinstatement: PRow officer Nicholas Maddex had inspected FP7 and said its condition is satisfactory.

2. Highways

1. Parish SID: The emailed correspondence between a parishioner and County Cllr Buckmaster was noted.

2. Levenage Lane junction: It was agreed to try and keep up the pressure on Highways to address and improve the junction and chicane concerns.

JB/Clerk

3. Bus shelter repair: The Clerk reported that Zurich have agreed to pay the repair cost of £1,936 (£2,036 minus £100 excess) and that any additional costs for improvements would have to be met by the PC. It was **RESOLVED to choose the rebuild option for £3,114 net, to apply to Cllr Eric Buckmaster for a grant from his Locality Budget, and to meet the £1,178 balance from reserves (supplemented by the NHB if it materialises).**

Clerk

Clerk

4. Nether Street railings: The Clerk reported that, following discussions with Conservation Officer John Bosworth, he had been contacted by Laurie Humphrey to say that East Herts Conservation are looking to grant assist the repairs and are talking to County in an effort to get repairs moved up the priority ladder.

Clerk

5. DriveSafe Scheme update: Parishioners are needed to support and operate this scheme.

6. The closure of the B1004 Ware Road sometime after 29th May was noted.

3. Other parish concerns

1. Damage to the verge/green outside Ashview. Highways have been informed and are looking into the areas of their responsibility. It was agreed that Cllr Edwards would contact the Ashview owners to see if they would be willing to meet to consider what else can be done to improve the situation.

BE

2. Benningfield Green parking: It was agreed that the Clerk should write and ask the licence holders to stop parking on the Green, to reinstate the areas damaged by cars, and to honour the pass and re-pass conditions of the licence. If this is agreed to, the licence will be revoked.

Clerk

18.058 Government Consultation: New powers for dealing with unauthorised development and encampments. It was agreed that councillors would consider whether to respond and to pass their thoughts to the Clerk in time for the 15th June deadline.

**ALL/
Clerk**

18.059 Urgent matters received too late for inclusion on this agenda: None.

Since several matters had been discussed with the public earlier in the meeting, it was agreed not to open the meeting for further public comments.

18.060 Items for future agendas

- Footpath maps (approach by PMA Design): The Chairman said there still hundreds left of the previous maps, so no more are needed.
- To consider a grant towards maintenance costs of the open churchyard
- 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
Clerk
ALL/
Clerk

18.061 Date of next meeting: Tuesday 3rd July at 7.30pm in the Village Hall

Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.30pm.

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