

# Widford Parish Council

Minutes of the Widford Ordinary Parish Council Meeting  
Tuesday 7th May 2019 at 7.30pm in the Village Hall



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

6 members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm

**ACTION**

**19.042 Apologies for absence**

1. Councillors: Cllr Michael Ripsher (business)
2. Others: Sgt Duncan Wallace; PCSO Leon De Bruyn; Cllr Eric Buckmaster would arrive late

**19.043 Declarations of Interest and requests for dispensations**

1. **Interests.** Cllr Babs Edwards: non-pecuniary in respect of Playing Field matters, her husband being Treasurer of the PFMC.
2. **Dispensation requests:** None received

**19.044 1. Minutes of the Ordinary Parish Council Meeting held on 12<sup>th</sup> March 2019**

It was unanimously **RESOLVED that the Minutes of the Ordinary Parish Council Meeting held on 12<sup>th</sup> March 2019 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 2<sup>nd</sup> April 2019**

These were received and agreed to be an accurate record. To be approved by parishioners attending the Annual Meeting of the Parish in May 2020.

**19.045 Police report**

In the absence of the Police, the Chairman read the following report from PCSO Leon De Bruyn:

Crime statistics for Widford between 1<sup>st</sup> April – 30<sup>th</sup> April 2019

- Criminal Damage – Tanners Way. Window smashed by what is believed to be a BB gun pellet. All enquiries were exhausted and the crime has now been finalised
- Theft from Motor Vehicle – St Dunstons Road – Number plates taken from vehicle. All enquiries were exhausted and the crime has now been finalised.
- Theft from Motor Vehicle – related to a Domestic Incident. Ongoing enquiries.

PCSO De Bruyn was made aware of a concern that was raised about frequent parking on the B180 opposite Bell Lane (going towards Hunsdon). He said he would investigate. Cllr Jill Buck to contact the PCSO to ensure he gets the correct location.

**19.046 Chairman's announcements: None**

**19.047 Planning**

**1. New Applications:**

NONE

**2. Decision Notices.** The following were noted:

- |  |                |
|--|----------------|
| <b>3/19/0479/HH 3A Benningfield Road:</b> Demolish garage and build extensions   | <b>REFUSED</b> |
| <b>3/19/0292/VAR Platts Bungalow:</b> Variation of condition 2 (appearance)  | <b>GRANTED</b> |
| <b>3/19/0213/FUL The Pavilion, Bell Lane:</b> Create first floor residential unit.   | <b>REFUSED</b> |
| <b>3/18/2630/REM Land adj to Bertrams Cottages, Levenage Lane:</b> Application for reserved matters on 3/17/1624/OUT                                     | <b>GRANTED</b> |
| <b>3/18/1668/FUL The Green Man:</b> Change of use to 2 x dwellings. First floor rear extension. Change of use of outbuilding to 1 x dwelling and parking | <b>REFUSED</b> |

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3/18/1027/FUL To appeal: Land north of Abbots Lane. Appeal notice 18/00137/REFUSE  
APPEAL DISMISSED

3/18/2752/HH Ashbourne Manor: Acoustic fencing. APPEAL 19/00068/REFUSE  
AWAITING APPEAL DECISION

3/19/0547/LBC Church Barns: Change of use to B1 and residential AWAITING DECISION

3/18/2181/FUL Land north of Abbots Lane, The Old Orchard: Erect 1 no. 4 bedroomed dwelling with landscaping and parking AWAITING DECISION

In respect of applications 3/18/1027 and 3/18/2181 above, two parishioners in attendance were concerned that the non-resident land owner of a field called the Old Orchard had seemingly made a planning application without notifying tenants. This confusion was resolved when it was explained that two decisions for one site on Abbots Lane was also known as The Old Orchard.

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

1. Late planning applications: NONE
2. Priory Farm: enforcement investigation into hedge reinstatement: NO UPDATE
3. Adams Farm & Priory Farm development: NO UPDATE

### 19.048 Finance

1. Report of the Council's finances for 1 to 31 March (year-end) was received (Appendix A)

| <u>Finance Summary from 1 to 31 March</u>                          | £                       |
|--|-------------------------|
| Opening bank balance 1 March                                       | 15,867.20               |
| Plus: income to 31 March   | 2,086.00                |
| Minus: expenditure to 31 March                                     | <u>5,502.92</u>         |
| <b>Balance available to Council at 31 March (cashbook balance)</b> | <b>12,450.28</b>        |
| Minus previous months' cheques presented in period                 | 0.00                    |
| Minus unrepresented March cheques 1200, 1201, 1210, 1212           | <u>731.76</u>           |
| <b>Bank balance: reconciled with bank statement at 31 March</b>    | <b><u>13,182.04</u></b> |

Reconciliation of the Accounts to the bank statements was noted and it was unanimously **RESOLVED that the Accounts Statement for year-end 31 March be accepted.**

Clerk

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

### 3. Financial statement for year-end, 31 March 2019

The Clerk provided a detailed statement of the budget vs actual financial position at year-end, 31st March 2019. As set out above, the bank balance at year-end was £13,182 against a budget projection of £6,818. The main factors influencing the variations were explained at the November Parish Council meeting and recorded in the Minutes. Also stated above are unrepresented cheques totalling £732, which gives an available cash-book balance of £12,450. There is a £50 petty cash float. It was unanimously **RESOLVED to accept the financial statement.**

Clerk

### 4. Annual Governance and Accountability Return 2018/19 (AGAR)

1. It was proposed, seconded and unanimously **RESOLVED that the Parish Council meets the criteria and wishes to be an exempt authority.**
2. Following the above resolution, the RFO and presiding Chairman signed the **Certificate of Exemption.**
3. It was proposed, seconded and unanimously **RESOLVED to approve and sign Section 1: The Annual Governance Statement.** The Clerk and the presiding Chairman signed Section 1.
4. **Section 2 Accounting Statements:** The Council considered the Accounting Statements as signed and presented by the RFO.
5. It was then proposed seconded and unanimously **RESOLVED to approve Section 2 Accounting Statements.** The Presiding Chairman then signed Section 2.
6. It was proposed, seconded and unanimously **RESOLVED to set the dates for the Exercise**

Clerk

# UNAPPROVED DRAFT<sup>2</sup>

of Public Rights from 17 June to 12 July 2019

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

Clerk

| Date | Payee              | Item                            | £          | Chq  | Power                                      |
|------|--------------------|---------------------------------|------------|------|--|
| 22/3 | J English          | Litterpick March                | 116.00     | S/O  | OSA 1906 s9 & s10                          |
| 28/3 | Clerk              | Salary March                    | 366.36     | 1210 | LGA 1972 s112(1), (2A) & s151; LA 2011 s41 |
|      | cancelled          | cancelled                       |            | 1211 |  |
| 28/3 | HMRC               | PAYE 4 <sup>th</sup> quarter    | 266.10     | 1212 | LGA 1972 s112(1), (2A) & s151; LA 2011 s41 |
| 2/4  | HAPTC              | Annual subs                     | 297.90     | 1213 | LGA 1972 s111                              |
| 22/4 | J English          | Litterpick April                | 116.00     | S/O  | OSA 1906 s9 & s10                          |
| 27/4 | Clerk              | Salary April                    | 360.00     | 1214 | LGA 1972 s112(1), (2A) & s151; LA 2011 s41 |
| 1/5  | Mrs C Parrott      | Closed Churchyard               | 240.00     | S/O  | LGA 1972 s215                              |
| 7/5  | Clerk              | Expenses Mar/Apr                | 71.25      | 1215 | LGA 1972 s112(1), (2A)                     |
| 7/5  | Petty cash (Clerk) | Petty cash Mar/Apr              | 21.42      | 1216 | LGA 1972 s111                              |
| 7/5  | Zurich Municipal   | Annual Insurance                | 402.24     | 1217 | LGA 1972 s111                              |
| 7/5  | Accountancy Serv   | Internal audit                  | 90.00      | 1218 | LGA 1972 s111                              |
| 7/5  | J Turner           | Benningfield grass              | 100.00     | 1219 | OSA 1906 s9 & s10                          |
| 7/5  | Hormead PC         | LCR subs 1/3rd                  | 6.00       | 1220 | LGA 1972 s111                              |
| 7/5  | P Riddle reimburse | Printer ink                     | 36.55      | 1221 | LGA 1972 s111                              |
|      |                    | <b>Recoverable VAT included</b> | <b>NIL</b> |      | Under VAT Act 1994 (1), (3)                |

The cheques were signed at the end of the meeting.

Clerk

### 19.049 Correspondence

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

- Parishioner: Request for SID update (19.051.2.1)
- Magazine Editor: Donation towards bus shelter repair
- Parishioner: re possible GDPR issue on the website
- LCPAS: Informing our DPO of possible GDPR issue on website
- D Cllr R Brunton: Well wishes for the future
- Parishioner: enquiry about The Green Man status
- Parishioners: concerns about rumour of demolition of houses in Benningfield Road due to allotments plans
- Phone call to the Chairman the Priory Farm barns (see public comments below)

### 19.050 Village Reports

#### 1. Village Hall and archive

CB

- The Beatniks evening has had to be cancelled.
- A bingo night has been organised.
- The sale of enough tickets for events continues to make bookings difficult.

#### 2. Playing Field

JB

There has not been a meeting recently and consequently there was no report.

#### 3. Allotments

BE

1. **General:** All tenants have paid their dues for the year.

2. **Affinity Water connection:** update

Following a parishioner's suggestion at the Annual meeting of the Parish on 2<sup>nd</sup> April that the allotments be relocated to the N.E corner of the Playing Field, the cost of such a venture (even if permissible) was thoroughly investigated. The outcome was that it would be more expensive to relocate than to lay on a water supply to the existing allotment site. The Chairman confirmed that there is absolutely no foundation to the unfortunate rumour that houses in Benningfield Road could be demolished to provide access if the allotments site was to be sold for development.

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3. The following written resolution was unanimously agreed: **To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan Board (PWLB) loan of £10,000 over the borrowing term of 15 years as an annuity repayment for laying a water supply to the allotments.**

Clerk

#### 4. Closed Churchyard

It was agreed that the Chairman will ask Caroline Parrot if she could clean up the edges of the footpath from the lychgate to the church door.

JB

#### 19.051 Highways, footpaths and byways

##### 1. Footpaths, footways and kerbs.

1. **FP6:** Although the way markers have been replaced by PRoW volunteers, the ploughed field has yet to be reinstated by the landowner. Nicholas Maddex to be asked to pursue this again.

Clerk

Cllr Eric Buckmaster arrived at 9pm

##### 2. Highways

1. **Parish SID and Speed & Volume studies:** Cllr Buckmaster had provided the results of the S&V studies, which showed there is not a speeding problem in the village. These results were contested by the Parish Council who asserted that data was collected at locations where traffic was naturally slowed by the road layout and were not therefore representative of the reality. Cllr Buckmaster suggested that he could attempt to get a Highways Officer to walk around the village with Parish Council members in order to identify more representative S&V locations. This was agreed as a way forward.

EB/All  
EB

It was also agreed to clarify whether a privately funded SID could be located on private land adjacent to the highway.

2. **Bus shelter repair:** The installation of the new shelter has been completed except for the provision of the tip-up seat, which the contractor has in hand.

Clerk

##### 3. Other parish concerns

1. **Benningfield Green Annual Vehicular Licence:** It was agreed to write to the licensee with a proposition for an arrangement from August 2019.

Clerk/  
JB

4. **Other matters raised:** None

#### 19.052 Reports by County and District Councillor

Cllr Buckmaster said that he had been duly elected as Widford's District Councillor on 2<sup>nd</sup> May and therefore now represents the village in both a County and District capacity.

Having discussed Highways problems at length under the previous agenda item, Cllr Buckmaster briefly mentioned that with the start of a new financial year, grants are available, and he should be contacted about any viable projects or needs.

The issue of a total lack of footway maintenance and road sweeping has been an ongoing problem for a very long time. This has resulted in the loss of clear footways and detritus build-up in gutters that covers the kerb in some places. Cllr Buckmaster asked for specific locations to be identified. These could be looked at during the proposed walk-round. There is a road sweeping roster which should identify how often the roads are scheduled to be swept.

#### 19.053 Urgent matters received too late for inclusion on this agenda: None raised

At 9.20pm it was agreed to suspend the meeting for public comments

The Chairman said she had received a phone enquiry from someone wanting to buy Priory Farm barns (especially the wooden one). There was a suggestion of knocking down the farm wall. The Chairman was asked to write a brief note of the conversation for the record.

JB

There being no further comments, the meeting was called to order at 9.25pm

#### 19.054 Items for future agendas

- No issues raised

#### 19.055 Dates of next meeting

Tuesday 2nd July: Ordinary Parish Council Meeting at 7.30pm in the Village Hall

JB/Clerk

# UNAPPROVED DRAFT<sup>2</sup>

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

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

DRAFT