

LITTLE MUNDEN PARISH COUNCIL

MINUTES of the meeting of the Parish Council (PC) held on 17th May 2018 at Little Munden Memorial Hall at 8.00 pm.

1. ATTENDANCE

Present were: Jonathan Pool (JP) Chairman; Lizzie Bacon (LB) Vice Chairman; Tracey Harding (TH); Keith Williams (KW); Darren Jones (DJ); David Hart (DH) - Councillors
Geraldine Ward (GW) Clerk

Members of the Public: 7

APOLOGIES: Jenny Macintosh (JM)

2. APPOINTMENT OF CHAIRMAN

In the absence of other nominations, the current Chairman Jonathan Pool agreed to stay on for another year.

3. DECLARATIONS OF INTEREST: None

4. TO APPROVE MINUTES OF THE MEETING HELD ON 26th April 2018

The minutes were proposed by DJ and DH seconded.

5. MATTERS ARISING FROM THOSE MINUTES

5.1 Horses' Meadow Play Equipment

Before committing money to resurfacing the basketball hoop base, it has been agreed that TH should look into ideas for additional play equipment, particularly equipment suitable to younger children who are not well catered for at present. She intended to arrange a site meeting with the playground equipment supplier, Kompan.

TH reported she had contacted Stansted Airport Grants, but only £1,500 is available.

ACTION TH

5.2 Newsletter Advertising Manager

TH has proposed a revised format for the Newsletter. Once agreed, TH will draft letter to all those who have advertised in the Newsletter and ask for a small annual contribution. She stressed that it was important to keep it as a Newsletter without being too overrun by adverts.

ACTION: TH

5.3 Mole Hills on Horses' Meadow

KW thought that there weren't any moles there at present. JP to monitor.

5.4 Path on the Baulk

LB reported that Tom Goldsmith was still to come back to her about this.

5.5 Traffic Calming

There had not been time at the last PC meeting to consider the email to DH dated 26 April from Elancity with the Evolis Radar Speed Sign options.

JP asked if we need to get permission from Highways to install speed signs and whether DH had given any thought to which existing poles the speed signs may be affixed; if proposing to use existing lamp/telegraph poles, do we have to get a licence from Highways and/or BT? DH said that he would enquire of Elancity and advised that he would also be approaching alternative suppliers for quotations. **ACTION: DH**

TH reported that the stickers for wheelie bins are about £2.00 each. JP thought, given that there aren't many bins which are suitable and visible, only about 10 stickers were required.

ACTION: TH

5.6 Bench Windy Rise

To be deferred until July Meeting

ACTION: JP

5.7 Repair of tarmac footpath at the back of Fouceley Avenue and concrete path up to Gladstone Road

Clerk to chase up with Clarion Housing.

ACTION: GW

5.8 Dog Litter Posters

TH thought it would be good idea to put up the signs in key areas thought out the village such as outside the school. The baulk gate was also suggested.

ACTION: TH

5.9 Website

TH reported that she had spoken to Richard Barron who informed her that he was working on some key components, but some things were taking longer than expected. He would bring his PC along to a meeting to do a presentation on the changes.

ACTION: TH

5.10 Wheelwrights Farm – unauthorised development

JP reported that the Appeals by Mr Cash had been adjourned until Monday 22nd October. Mr Cash's barrister had requested the adjournment because East Herts Council hadn't sent him the final papers until 4th May, after the due date, and he had not had enough time to look at them. The October date was the first date that all parties (Inspector and lawyers for Mr Cash, EHC and Friends of Rowney Lane collectively) could make.

5.11 Grass Verge/Easington Road

Reference was made to an email dated 01 May that Mr Martin Woods had sent to Herts County Councillor Crofton, circulated to Parish Councillors, looking for a solution to prevent future damage to the grass verge outside his house. No response has yet been received from Cllr Crofton.

5.12 Affinity Water/Water on Allotment Field

KW reported that the water had been put back on, but Affinity Water had failed to visit the site today as expected.

KW asked GW to email the allotment holders and ask them to report any leaks as soon as they occur as water costs money!

ACTION: GW

6. PLANNING

6.1 New Applications

None

6.2 Decisions

None

6.3 Appeals

Planning Appeal: Woodcroft Frogs Hall Lane, Haultwick ,Ware LPA Appeal Reference: 18/00032/REFUSE. Comments by 8th May 2018

Planning Appeal: Wheelwrights Farm, Rowney Lane, Dane End Ware. Public Enquiry 15th May 2018

See item 5.10 above.

7. FINANCE

	£
Online Current Account Balance BF 16/4/18	19108.26
Receipts: HMRC (VAT)	507.60
Allotment Payments x 9	108.00

Deduct Payments from Current Account

Date	Payment to	Cheque No	Amount
			£
30/4/18	Litter Picker payment	S/O	43.42
30/4/18	Richard Barron Website	S/O	35.00
26/4/18	Zurich Insurance	1113	481.12
26/4/18	K&B Contractors Tree/Work	1114	264.00*
26/4/18	PAYE	1115	33.38*
26/4/18	Clerks Fee & Back Pay	1116	383.28
		Total Payments	1240.20

	£
Online balance on Current Account 11/5/18	18747.66
Balance Brought forward 16/4/18	19108.26
Less Payments	1240.20
Less presented cheque no 1111	33.38
Plus Receipts:-	615,60
Plus outstanding cheques 1114/1115	297.38
Balance as at 11/5/18	18747.66

8. CORRESPONDENCE

8.1 Correspondence Received

26/4/18 Email from Joshua Carson, King & Co to Jonathan Pool

26/4/18 Email to David Hart from Elancity re Evolis Radar Speed Sign

1/5/18 Email from Martin Woods to Ken Crofton

9. TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 (AGAR)

LMPC meets the qualifying criteria to be exempted from a limited assurance review. The certificate of exemption is to be forwarded to the external auditor.

The Clerk confirmed that Derek Wheeler had signed off the Annual Internal Audit Report. Councillors also noted the requirements to publish various documents on its public website. The Parish Council resolved to approve the AGAR 2017/18.

10. TRANSPARENCY CODE 2016

Councillors noted that, to comply with the Transparency Code, there is an obligation on smaller authorities to publish (on the website) all items of expenditure over £100, end of year accounts, annual governance statement, internal audit report; list of Councillors' responsibilities and minutes, agendas and meeting papers of formal meetings.

To comply with the obligation under the annual governance statement, particular responsibilities were allocated as follows:

CHURCH	JM
PLANNING POLICY	JP/TH
FINANCE/AUDIT	JP
HIGHWAYS/PARISH PATHS	LB
ASSET MANAGEMENT/ALLOTMENTS	GW
ENVIRONMENT	DH/TH
COMMON LAND	KW
SCHOOL LIAISON	TH
NEIGHBOURHOOD WATCH	JP
NEIGHBOURHOOD PLANNING	JP/TH
TRANSPORT	DH
RISK ASSESSMENT	JP
MAJOR INCIDENT PLAN	DJ

ACTION: GW

RISK ASSESSMENT SCHEDULE

The General Data Protection Regulation (GDPR), which comes into effect on 25 May, requires the PC to ensure that data collected is handled in accordance with GDPR's six data processing principles.

The Risk Assessment Schedule, amended to include this element of governance, identified as a low level risk, was circulated to all Councillors and duly approved.

TH suggested that Parish Councillors should have dedicated email addresses, kept separate from their personal ones, e.g. Clerk.LittleMunden@gmail.com, etc. This would help to protect Parish Councillors' personal data.

EMERGENCY PLAN

DJ to revise and update for the July Meeting.

11. SIGNS INTO VILLAGE / Andrew Springett

Andrew Springett, a resident of Munden Road, presented ideas on a new village gateway 'welcome to' sign. This is a smart way to make a lasting first impression of the village and of displaying the village name and speed limit. The design should probably incorporate both the wording 'DANE END' and 'PARISH OF LITTLE MUNDEN'.

He also circulated Google Earth pictures showing the location of present village entrance signs, pointing out that the sign on the eastern end of the village is too far into the village as it doesn't incorporate Church Lane.

If his proposal is to be taken further, Andrew said he is willing to get some quotes and some clearer drawings. He suggested that there were enough tradespeople in the village to give their time and skills to help with the implementation of his proposal.

It was suggested that the signs could be in the form of fence panels either side of the road, possibly planted up. Before proceeding, Highways would have to be notified and give approval.

Overall these suggestions provoked a positive feedback from the meeting.

ACTION: DH

12. NEIGHBOURHOOD PLAN

JP reported that on the 26th April 2018 there had been a Public Meeting on this topic, the notes of which will be posted on the website.

The final question at the meeting from the floor was: "Can we have a YES/NO vote?" The Parish Council accepted this as a reasonable request. A leafleting campaign would be necessary to identify the pros and cons of a Neighbourhood Plan to a Group 2 village and every voter on the Electoral Roll would be asked whether they want a Neighbourhood Plan – YES or NO. If the answer is YES, then the next step would be to try to establish a Steering Group.

A document on the advantages and disadvantages of a Neighbourhood Plan has already been drafted and circulated amongst Councillors. Councillors had also had email discussions on what percentage turnout may be expected, ranging from 70% down to 30%, a somewhat more realistic percentage and in line with the recent turnout for the By-election.

There were also comments that the PC should re-emphasise the amount of time and skills required by Steering Group members over a 12 - 18 month period.

Discussion then ensued on the practicalities of a postal voting scheme. JP suggested that every elector could be mailed a voting form individually, perhaps with a prepaid reply envelope addressed to the Clerk. DJ expressed concern that votes returned through the post would be identifiable and suggested either having a sealed ballot box at a location, such as the Shop, to receive returning votes or to hold a proper ballot in the village hall over, say, a couple of days (perhaps 3 hours each day). This may also have the advantage of being a less costly option, though the prime aim should be to get the highest possible response.

The Councillors agreed that a costing should be drawn up for both options. The Clerk would look into the cost of a postal vote, JP the cost of the 'ballot' options.

JP had had discussions with George Pavey, a senior planning officer at EHC responsible for Neighbourhood Planning; he would be happy to look at the draft 'pros & cons' leaflet and check the content.

The Council agreed to proceed with the vote which should encompass the whole Parish, not just Dane End.

ACTION: JP / GW

13. RECEIVE NOTICE OF ANY OTHER BUSINESS AND TO DEAL WITH THOSE MATTERS IF APPROPRIATE

13.1 KW queried whether Church Lane was still on the cutting list and asked the Clerk to check.

ACTION: GW

13.2 TH has recently visited the rear of the allotments and reported that the bike ramps were still there. JP to chase up the request made to Alex Bartels to reinstate the area.

TH went onto comment on the general state of the allotments. She said that it was not fair for one or two to keep the whole plot tidy. The Clerk reported that she had sent reminders to those who had not tended their plots for more than four months.

TH affirmed that the Dell should be tidied up and see if the asbestos can be removed. She also suggested fencing off the Dell so that similar activities did not reoccur.

13.3 JP reported Josh Carson of King & Co (a Property Development Company) had requested a meeting at which they informed him that they have been retained by the owner of Home Farm to put together proposals for the development of Home Farm Farmyard. At the meeting they had given a general outline of proposals. They also wished to make a presentation to the village setting out these proposals as soon as possible. JP stated that he had a preference for the Parish Council to meet with King & Co and the land owner before the public presentation. He went onto comment that the developers are taking the view that the Farmyard is a brown field site and that EHC may accept the development to help meeting their windfall site target as shown in the emerging District Plan

TH felt that the Parish Council should not meet with the developers and the property owner first as it could give the impression that the PC were colluding with the developers. DJ concurred with this view, although JP still felt we would serve the community better if we were more informed before the public presentation.

JP suggested the Councillors should think about this overnight and decide tomorrow.

(Post meeting note: Councillors decided that the need for transparency outweighed the advantage of the PC being better informed after a 'closed' meeting.)

14. TO CONSIDER MATTERS ARISING FROM PARISHIONERS

None.

The meeting was brought to a close at 9.29 pm.

Signed _____ **Date** _____
Chairman