



HERTINGFORDBURY PARISH COUNCIL

Members are hereby summoned to a council meeting to be held via Zoom on
Wednesday 10th February 2020 commencing 19:00.

Members of the public may view the meeting. If any member of the public wishes to address the council, please register with the clerk before 11.00 on 10th February. The public will be held in a virtual waiting room until members are logged into the meeting.

Zoom Link: [HP Council Meeting 10 March 2021 19:00](#)

Meeting ID: 883 3735 3041 Passcode: 248485

AGENDA

1. Apologies for absence
2. Declarations of interest
3. Chairman's remarks
4. Public participation (please register to speak)
5. To adopt the minutes of the 10th February 2021 meeting ‡
6. Matters arising not covered elsewhere
7. To consider the appointment of a Clerk to the Council and RFO
8. To receive the clerk's report on ongoing works ‡
9. To consider co-option to fulfil the casual vacancy
10. To receive the planning report and comment on current applications ‡
11. Items for next meeting

Tom Brindley CILCA
Clerk to the Council, 2nd March 2021

‡ See supporting papers



HERTINGFORDBURY PARISH COUNCIL

MINUTES OF THE MEETING OF HERTINGFORDBURY PARISH COUNCIL HELD AT 19.00 ON 10th FEBRUARY 2021 VIA ZOOM VIDEO CONFERENCING

PRESENT: Cllrs Paul Rochford (Chairman), Haidy Blake, Niki Gordon, Lizzer Bradbury, Jim Coppard, Roger Morris, and Ruth McDonald.

In attendance: Mr R Herbert, Mr S Bostock and the clerk, Tom Brindley.

1. (Agenda 1) APOLOGIES FOR ABSENCE

Cllr Gary O’Leary

2. (Agenda 2) DECLARATIONS OF INTEREST

None.

3. (Agenda 3) CHAIRMAN’S REMARKS

None.

4. (Agenda 4) PUBLIC PARTICIPATION

4.1. Mr Richard Herbert addressed the council.

4.1.1. Mr Herbert asked when the hedge planting at Birch Green would be completed. The chairman advised that planting would commence as soon as the land was dry enough for mechanical plant to be used.

4.1.2. Mr Herbert informed the council that the post outside 38 Birch Green was missing allowing vehicles to drive along the green.

5. (Agenda 5) MINUTES

Minutes of the council meeting held on 13th January were approved as a true record of the meeting and duly signed by the chairman.

6. (Agenda 6) MATTERS ARISING NOT COVERED ELSEWHERE

6.1. [Ref 21.01.8] Bridge signage. Cllr Coppard asked whether the council had approached Rochford’s Nurseries for a contribution to the cost of signage.

6.2. Cllr Rochford declared a pecuniary interest and Cllr Blake assumed the chair.

6.3. Members noted that Rochford’s advises delivery drivers of the safe route, but cannot enforce this.

6.4. Cllr Blake permitted Mr R Herbert to comment. Mr Herbert asked if the council had contacted the satellite navigation companies.

6.5. Members noted that many of the HGV drivers used domestic satellite navigation systems rather than the commercial systems which advise on safe routes for HGVs.

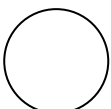
Cllr Rochford resumed the chair.

7. (Agenda 7) TO CONSIDER CO-OPTION TO FULFIL VACANCY

No applications received.

8. (Agenda 8) TO RECEIVE THE CLERK’S REPORT ON ONGOING WORKS

8.1. The clerk gave an update on his report.





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- 8.1.1. A request had been received to permit the connection of drains from 30 Letty Green to the main sewer. This would involve digging a 2m long trench. Members agreed subject to full reinstatement of the green.
- 8.1.2. Following the clerk's announcement of retirement, the council needed a new postal address. Members agreed to take up an offer from Joseph Rochford Ltd to use its address for mail.
- 8.1.3. The new address for the council is:
Hertingfordbury Parish Council,
c/o Joseph Rochford Gardens Limited,
1 Pipers End, Letty Green,
Hertford SG14 2PB
- 8.1.4. County Councillor Crofton had given his support for improved bridge signage and asked county highways officers to work with the parish council.

8.2. Clerk recruitment

- 8.2.1. Members asked the clerk to contact clerks to neighbouring councils to see if anyone would be interested in taking on a second role.
- 8.2.2. The clerk was asked to copy the advert to all members.
- 8.2.3. Members considered advertising in local newspapers but were advised that the costs were high and that this option could be pursued at a later date if necessary.

8.3. Hedges along the Old Coach Road.

- 8.3.1. Tarmac had advised that they would no longer automatically cut the hedges every year, but would assess the need and only cut when deemed necessary.
- 8.3.2. The clerk was asked to write again to Tarmac expressing concern at the quality of the hedge cutting and the need to maintain a clear path for pedestrians using the footway.
- 8.3.3. Members were asked to provide photographic evidence of hedges causing obstruction.

8.4. The report was noted.

9. (Agenda 9) TO CONSIDER FUNDING A DEFIBRILLATOR FOR BIRCH GREEN

- 9.1. Members discussed the most suitable location. It was agreed that the shop was suitable as it could provide power and was central to the village. The shop had agreed to this location subject to landlord's permission.
- 9.2. Cllr Rochford advised that there was a defibrillator located at Rochford's Nurseries, Pipers End and the clerk was asked to check it was on the national register.
- 9.3. The clerk was asked to draw up a project plan and seek grants towards the purchase of a defibrillator.

10. (Agenda 10) TO CONSIDER A CLOUD ACCOUNTING SYSTEM

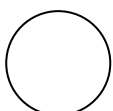
- 10.1. Members **RESOLVED** to take out a subscription to EasyPC Accounts.

11. (Agenda 11) NO PARKING SIGNS ON THE GREENS

- 11.1. Members were asked to send the clerk suggested location plans.
- 11.2. The clerk was asked to discuss erection of the signs with Richard Dawes, the new grounds maintenance contractor.

12. (Agenda 12) RISK MANAGEMENT

- 12.1. General risk register: Members requested more time to consider changes to the risk register.
- 12.2. Greens risk register. The clerk had received the risk assessment for Birch Green, but other greens were still to be submitted.





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13. (Agenda 13) TO REVIEW THE ASSET REGISTER

- 13.1. Members noted the additions to the asset register.
- 13.2. Members asked that the wells at Cole Green and Staines Green be added to the register.
- 13.3. Members asked that the standpipes at Birch Green and Staines Green be added to the register.

14. (Agenda 14) TO RECEIVE THE PLANNING REPORT AND COMMENT ON CURRENT APPLICATIONS

- 14.1. Members noted the planning report.
- 14.2. 3/21/0278/FULL 37 Birch Green. New two storey building following demolition of existing bungalow.
Members noted that the previous application to raise the roof of the existing bungalow had been granted and so it was likely this application would also succeed.
- 14.3. 3/21/0243/HH The Red House, 8 Staines Green. Construction of domestic vehicular access.
Members raised concerns regarding building over the drainage ditch and that there was no provision for vehicle turning.

15. (Agenda 15) TO CONSIDER ARCHIVING ORIGINAL RECORDS FROM 1990 TO 2019

- 15.1. Members noted that minutes from 1896 to 1990 were already archived with the county archivist.
- 15.2. Members noted that the original minutes of Annual Parish Meetings since 1896 had been passed to the chairman.
- 15.3. Members noted that the original minutes from 1990 to 2019 had been passed to the chairman.
- 15.4. Members asked the clerk to contact the county archivist to establish the process for archiving.
- 15.5. Members suggested an opportunity for the public to examine the historic records prior to archiving.

16. (Agenda 16) TO SET THE DATE FOR THE ANNUAL PARISH MEETING

- 16.1. Members **RESOLVED** to hold the Annual Parish Meeting by Zoom immediately prior to the council meeting on Wednesday 14th April.

17. (Agenda 17) MATTERS FOR NEXT MEETING.

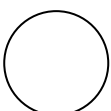
Risk register.

The meeting closed at 20:28

Chairman _____ Dated

NEXT MEETINGS:

- Regular council meeting: 10th March 2021
- Greens Working Party: Date to be arranged
- Employment committee: Date to be arranged





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Clerk's Report March 2021

New NALC Code of Conduct

East Herts Monitoring Officer has yet to issue a request that councils adopt the new code. He has been in discussions with other Hertfordshire monitoring officers and I expect a consolidated response in April.

Councillor Vacancy

No enquiries.

Birch Green Hedges

Work completed.

Greens Working Party

De-registration

Sent follow up email to HCC asking for a status. Still awaiting invoice and validation.

No Parking Signs

Awaiting members' reports on recommended locations for No Parking signs.

Greens Safety Inspection

Report received from Cllr Blake (Birch Green). Awaiting reports for Cole Green, Staines Green, East End Green, Letty Green

Oak Tree at Cole Green

After consultation with the chairman, I have written to Barry Simkins advising the council does not consider it necessary to remove the tree.

Old Coach Road Hedges

I have inspected the footway and I believe that Tarmac has fulfilled its legal obligations.

Grass Cutting and Greens Maintenance

The chairman and I met the new contractor, Richard Dawes, and agreed the detail of the grass and hedge cutting. New contract commences 1st April 2021. A letter of appointment has been drafted, awaiting Cllr Rochford's sign off.

Road Signs

No response from County Council.

Clerk Vacancy

As requested, I contacted clerks to neighbouring councils. None were looking to expand their roles. Two expressions of interest were received and one person made a formal application. The candidate was interviewed by the Employment Committee Interview Panel and recommendations have been made to council.



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Banking Mandate

The changes have been completed. More changes will be required after the appointment of a new clerk.

Accounting Software

The subscription to EasyPC accounts has been completed. The accounts up to February 2021 are loaded onto the system.

Members can, by request, be granted read only access.

Tom Brindley

9th March 2021



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Payments

The following payments are due, or have been made since the last meeting under contract or delegated powers:

Status	P o w e r	Date	Payee	Description	Total	VAT	Staff	Admin	Projects
* +	1	09/03/2021	EJB Plant Hire	Birch Green hedges	1620.00	270.00			1350.00
* +	4	09/03/2021	Todeka	Office Services	60.00	10.00		50.00	
	5	18/03/2021		Payroll	1381.98		1381.98		
TOTAL					3103.98	280.00	1381.98	50.00	1350.01

* = Approved

+ = Already paid

Powers:

- 1 Grass cutting: Open Spaces Act 1906 s.10
- 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19
- 3 HAPTC membership: LGA 1972 s.143
- 4 Audit, Insurance, Training: LGA 1972 s.111
- 5 Salary/expenses: LGA 1972 s.112(2)
- 6 Other, Localism Act 2011
- 7 S137: LGA 1972 s137

Tom Brindley

Clerk to Hertingfordbury Parish Council

9th March 2021



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Planning

Ref	Location	Description	Decision
3/21/0497/FUL	Stelfox House 7 Chapel Lane Letty Green Hertford Hertfordshire SG14 2PA	Demolition of existing stables. Change of use and conversion and extension of garage block/store to create a new three bedroom dwelling.	New application, open for consultation
3/21/0387/HH	27 Birch Green Hertford Hertfordshire SG14 2LR	Part retrospective application for erection of single storey infill extension, single storey carport and erection of boundary wall. External elevation changes including front bay window replaced with single glazed window.	New application, open for consultation
3/21/0283/VAR	Holwell Court Farm Hertford Road Hatfield Herts. AL9 5RE	Application for removal of Condition 2 - (Restricting agricultural use) of approved application Ref: 3/03/0711/FP (Open fronted hay storage barn)	Awaiting decision
3/21/0278/FUL	37 Birch Green Hertford Hertfordshire SG14 2LR	Demolition of bungalow and attached outbuildings and construction of replacement dwelling house	Awaiting decision
3/21/0243/HH	The Red House 8 Staines Green Hertford Hertfordshire SG14 2LN	Construction of domestic vehicular access with timber gate to serve a garage.	Awaiting decision
3/21/0020/ARPN	Barn At Woolmers Park Woolmers Lane Letty Green Hertfordshire	Change of use of agricultural building to C3 (residential), to create 3 dwellings	Prior Approval Req/Grant with Conditions
3/20/2506/FUL	58 Chapel Lane Letty Green Hertford Hertfordshire SG14 2PA	Erection of garage and front wall, with associated landscaping (part-retrospective).	Refuse
3/03/0711/FP	Holwell Court Farm Hertford Road Hatfield Herts. AL9 5RE	Application for removal of Condition 2 - (Restricting agricultural use) of approved application Ref: 3/03/0711/FP (Open fronted hay storage barn)	Awaiting decision

Appeals

No new appeals

No update on appeals



HERTINGFORDBURY PARISH COUNCIL

MINUTES OF THE MEETING OF THE HERTINGFORDBURY PARISH COUNCIL
EMPLOYMENT COMMITTEE INTERVIEW PANEL
HELD AT 19.00 ON 8th MARCH 2021 VIA ZOOM VIDEO CONFERENCING

PRESENT: Cllrs Paul Rochford (Chairman), Roger Morris, and Gary O’Leary.
In attendance: Mrs Emma Jackson (part) and the clerk, Tom Brindley.

Due to the confidential nature of the business to be discussed, the meeting was held in-camera.

1. (Agenda 1) APOLOGIES FOR ABSENCE

None

2. (Agenda 2) DECLARATIONS OF INTEREST

None.

3. (Agenda 3) CHAIRMAN’S REMARKS

The chairman explained that the sole purpose of the meeting was to interview Mrs Emma Jackson for the role of Clerk to the Council and Responsible Financial Officer.

4. (Agenda 4) INTERVIEW PREPARATION

4.1. Members discussed the protocol for the interview.

Mrs Emma Jackson was admitted to the meeting.

5. (Agenda 5) INTERVIEW WITH MRS EMMA JACKSON

5.1. Members interviewed Mrs Jackson and answered questions regarding the role and the parish.

Mrs Emma Jackson left the meeting.

6. (Agenda 6) POST INTERVIEW DISCUSSION

Members discussed the suitability of Mrs Jackson for the role.

7. (Agenda 7) RECOMMENDATIONS TO COUNCIL

- 7.1. That Mrs Emma Jackson is appointed as Clerk to Hertingfordbury Parish Council starting on 15th March 2021.
- 7.2. That the current clerk, Tom Brindley , remains as Responsible Financial Officer and is appointed as Assistant Clerk until the end of May 2021.
- 7.3. That Mrs Emma Jackson is appointed as Responsible Financial Officer starting on 31st May 2021.
- 7.4. That Cllr Paul Rochford, in conjunction with the current clerk, draft a contract of employment for Mrs Jackson.
- 7.5. That Mrs Jackson’s starting salary is set at Spinal Column Point 14.
- 7.6. That Mrs Jackson hours be set at 30 hours per month subject to review after 6 months.
- 7.7. That Mrs Jackson’s contract includes a clause that she is obliged to obtain the Certificate in Local Council Administration within two years.

Chairman _____ Dated

