



HERTINGFORDBURY PARISH COUNCIL

Minutes of the meeting of Hertingfordbury Parish Council held on Wednesday 13th June 2012 at 7.30pm in Hertingfordbury Cowper JMI School, Birch Green

PRESENT: Cllrs P Rochford, T Brennan, B Jones, E Bradbury, S Edgell, K Barden, H Blake, R Morris (arr. 20:00)

In attendance: Chief Inspector G McDonald, Inspector C Hunt (Herts Police), Mr M Pendock (Lafarge), 5 electors and the clerk: Tom Brindley.

As both the chairman and vice-chairman were absent, the clerk called for nominations to chair the meeting. It was unanimously agreed that Cllr Rochford take the chair.

20. APOLOGIES FOR ABSENCE

Cllrs C Edwards, G O'Leary. District Cllr L Haysey

21. CHAIRMAN'S ANNOUNCEMENTS

21.1 The chairman proposed and it was **RESOLVED** to suspend standing order 29J to allow members to speak more than once in debate.

21.2 A hustings for candidates for the Police and Crime Commissioner is to be held by the East Herts Conservative association on 12th July 19:00 at County Hall. Open to all, regardless of political persuasion. Anyone wishing to attend should register at info@stevenageconservatives.org

22. DECLARATIONS OF INTEREST

22.1 Cllr Edgell declared a prejudicial interest in planning application 3/12/0816/FP as she is married to the applicant.

23. PUBLIC PARTICIPATION

23.1 Mr Mike Pendock, Lafarge addressed the council and answered questions regarding planning application 3/12/0843/CM. Mr Pendock left the meeting.

24. MINUTES OF MEETING 9th MAY 2012

It was **RESOLVED** that the minutes of the meeting held on 9th May 2012 be confirmed and signed by the chairman as a correct record.

25. TRAVELLER INCURSION

25.1 The clerk presented a paper outlining actions taken (Attached). The police gave a statement covering their actions and answered questions. The chairman thanked the police for the prompt action and support given throughout this incident.

25.2 A debriefing meeting with the police, county and district councils will take place at **13:00 on Thursday 21st June**, at Hertford Police Station; Cllr O'Leary and the clerk to attend.

25.3 It was agreed that a meeting would take place prior to the resumption of the planning enquiry in September.

25.4

25.4.1 The clerk's report was noted.

25.4.2 It was **RESOLVED** that the Clerk's overtime of 5 hrs be approved.

25.4.3 It was **RESOLVED** that thanks be given to the police for their support.

25.4.4 The clerk was asked to invite representatives of East Herts Council and Herts County Council to a future Parish Council meeting.



HERTINGFORDBURY PARISH COUNCIL

26. MATTERS ARISING

- 26.1 (9.4) Cllr Blake has completed her Register of Interests.
- 26.2 (8.3) Jubilee Tree planting delayed due to weather. Trees will be planted in September.
- 26.3 (15.3) Annual Return signed and sent to external auditor.

27. RISK REGISTER

- 27.1 While the council maintained a risk register for the greens, a general risk register was not in place. The recent audit implied that a general risk register should be maintained.
- 27.2 The clerk presented a draft risk register.
- 27.3 Members noted that the council self-insured fixed assets such as bus shelters, and the risk register was amended accordingly.
- 27.4 It was **RESOLVED** to adopt the amended Risk Register (attached).

28. FINANCE

- 28.1 The financial statement was received and noted.
- 28.2 It was **RESOLVED** that following payments be authorised:
 - The clerk for expenses incurred: £128.94
 - Coopers for grass cutting: £1107.60
 - £21,000 was transferred to an interest bearing bond attached to the Co-Op account.
- 28.3 Cater Allen had advised the council that it was withdrawing from provision of business services and would be closing the council's current account. All funds would be transferred to the new Co-Op account.
- 28.4 Members **RESOLVED** to add Cllr Haidy Blake and to remove Mr R Lester (ex councillor) as signatories to the account.

29. PLANNING APPLICATIONS

- 29.1 It was noted that Planning applications 3/12/0459FP and 3/12/0779/FP had been granted and application 3/12/0482/CL had been approved.
- 29.2 3/12/0816/FP, The Cottage, East End Green. It was **RESOLVED** that the council did not wish to comment on the application.
- 29.3 3/12/0843/CM, Panshanger Quarry. It was **RESOLVED** that while the council did not object to the change in conditions it was concerned at the increased traffic movements and would like to see mitigating measures on road safety at adjacent junctions and expected a condition on sheeting of lorries visiting and leaving the quarry.

30. REPORTS

- 30.1 Crossings and Greens:
 - 30.1.1 The risk inspection was planned for completion before the end of June – Cllrs Barden and Rochford.
 - 30.1.2 Cllr Morris reported that some trees at Staines Green needed the canopy raising. Cllr Rochford agreed to inspect and perform any necessary work in the autumn.
 - 30.1.3 . Cllr Rochford suggested revisiting the requirements pin kerbing following the forthcoming greens risk inspection. Cllrs Rochford, Barden and Morris to report back on the requirement.
 - 30.1.4 Demarcation of Parish Council land near the old people's flats at Letty Green. It is unclear where the PC ownership stops. Mr Hunt has agreed to return all



HERTINGFORDBURY PARISH COUNCIL

documents he has regarding the PC land ownership.

30.2 Highways and Byways:

30.2.1 It was reported that the steps from Maitland Wood to the old railway are damaged. Clerk to report to the Countryside Management Association.

30.2.2 Herts Highways had agreed to replace the missing junction warning sign, approaching Staines Green.

30.3 Play areas:

30.3.1 The clerk had sent details of the required parts but had not yet received a quote.

30.3.2 The ROSPA inspection normally held in May had not been received. The clerk to investigate.

30.3.3 The hedges have been trimmed.

30.4 Water Hall Quarry: Nothing to report

30.5 Walter Wallinger's Charity: Nothing to Report, next meeting is September.

30.6 Panshanger Quarry

The next meeting is 10am on Thursday, 21st June at Lafarge's Panshanger Offices.

30.7 Car parking in Birch Green: A report was received that there had been a near miss during cycle training when a car tried to turn in the road outside the school.

31. CORRESPONDENCE

Correspondence received was considered. See list attached.

32. MATTERS TO NOTE OR FOR FURTHER DISCUSSION

32.1 The council will be required to adopt a new code of conduct in July, following the Localism Act.

32.2 The council **RESOLVED** to thank Mrs Brenda Smith for her work on the diamond Jubilee celebrations.

32.3 The clerk is due for an appraisal and salary review following one year's service. An employment committee should be formed to deal with this.

32.4 Cllr Edgell reported an incident at Hazeldene where a car had not been expecting her on the cycle path. A warning sign has previously been requested but refused. Clerk to raise again with Herts Highways.

32.5 A request was made for the clerk to write to the University bus company asking that route 641 be changed to pass through Hertingfordbury, Staines Green, Birch Green and Cole Green.

The chairman closed the meeting at 9.30 pm

Signed

Dated

Hertingfordbury Parish Council

Financial Statement as at 31 May 2012

Balance at 1/4/2012 29,789.78

xcheck 0.0

Total receipts 5,773.50

Payments:		Orig Budget:	Rev Budget
Admin	451.32	3238	3238
Open spcs & maint.	923.00	5600	5600
Greens protection	0.00	6000	6000
Staff salary	0.00	3300	3300
Staff expenses	244.39	500	500
War memorial	0.00	0	0
S.137	1,000.00	50	1250
VAT	189.69		
Total Payments	<u><u>2,808.40</u></u>	<u>18,688.00</u>	<u>19,888.00</u>
Unpaid cq	0.00		
Unbanked receipts	0.00		
Current Balance	<u><u>32,754.88</u></u>		

Bank a/c:	
Cater Allen	2,681.38
Co-op	30,073.50
Co-op reserve	.00
<u>Reserves:</u>	
War mem	8,122
Insurance	5,000
Op spaces	5,000
CROW	7,000
Legal	2,500
Available	<u><u>5,132.88</u></u>

Movements since last report

<u>Receipts since last report</u>		<u>Net</u>	<u>VAT</u>	<u>Gross</u>	
UK Power *		73.50	0.00	73.50	Reconcile
					B Fwd 30321.73
					Movements 2,252.21
					Unpaid cq 0.00
Totals		<u><u>73.50</u></u>	<u><u>0.00</u></u>	<u><u>73.50</u></u>	Unbanked receipts 0.00
					Balance 32,754.88
<u>Payments since last report</u>					OK
<u>Payee</u>		<u>CQ</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
F Cooper *		104	923.00	184.60	1,107.60 OK
T Brindley *		105	215.45	2.66	218.11 OK
Greens *		106	1,000.00	0.00	1,000.00 OK
					OK
					OK
					OK
					OK
* = approved at May meeting		<u><u>Totals</u></u>	<u><u>2,138.45</u></u>	<u><u>187.26</u></u>	<u><u>2,325.71</u></u>
Total movement					<u><u>2,252.21</u></u>

Payments for approval at meeting on 13 June 2012

Payments since last meeting

NONE

OK
OK

<u>Totals</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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Payments due

Payee	Description	CQ	Net	VAT	Gross
Zurich Insurance	Insurance	400001	280.34	0.00	280.34 OK
T Brindley	Expenses	400002	118.03	10.91	128.94 OK
F Cooper	Grass cutting	400003	428.00	85.00	513.00 OK
					OK
					OK
					OK
					OK
					OK
Totals		<u>826.37</u>	<u>95.91</u>	<u>922.28</u>	<u>OK</u>

Other

Powers:

Grass cutting: Open Spaces Act 1906 s.10
 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19
 HAPTC membership: LGA 1972 s.143
 Audit, Insurance, Training: LGA 1972 s.111
 Salary/expenses: LGA 1972 s.112(2)
 Other, LGA 1972 s137