



HERTINGFORDBURY PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF HERTINGFORDBURY PARISH COUNCIL
HELD AT 19.30 ON 11th May 2022 AT COWPER HALL, HERTINGFORDBURY COWPER PRIMARY SCHOOL BIRCH
GREEN HERTFORD**

PRESENT: Cllrs Paul Rochford (Chairman), Haidy Blake, Mark Hutton, Ruth McDonald, Roger Morris, Niki Gordon

In attendance: 3 Members of the public, Katie Eyre (Clerk)

Absent from meeting: Cllr Bostock

2022-2023-1 Election of the Chairman was proposed by Cllr Morris for Cllr Rochford to be elected as Chairman to the Council, this was 1st Cllr Hutton, 2nd Cllr Blake and resolved unanimously. Signing of the acceptance of office was signed by Chairman Cllr Rochford and Proper officer.

2022-2023-2 Chairmans remarks (Separate documentation included in Annual Parish Minutes)

-Cllr Blake gave thanks to Cllr Rochford on behalf of the Parish Council for his dedication and generosity in all of his efforts as Chairman and did not want this to go unnoticed.

2022-2023-3 Apologies of absence were considered and approved for Cllr Bostock

2022-2023-4 DECLARATIONS OF INTEREST none

2022-2023-5 Election of the Vice Chairman was proposed by Cllr Hutton 1st Cllr Rochford 2nd Cllr Gordon resolved unanimously. Signing of acceptance to office by Cllr Hutton and Proper officer.

2022-2023-6 Appointment to representation to committees, working parties and outside organisations

- A) Employment Committee-Cllrs Roger Morris, Paul Rochford, Ruth McDonald-Cllr McDonald to compose Terms of Reference**
- B) Greens Working Party-Cllrs Ruth McDonald, Niki Gordon, Roger Morris, Simon Bostock and members Nick Hunt (Chairman) Jim Coppard.** Nick hunt to compose Terms of Reference
- C) Planning Working Party- Cllrs Mark Hutton (Chairman) Haidy Blake, Roger Morris-Clerk** noted a Terms of Reference will need to be composed for this. Cllr Rochford outlined the aims of this party is to compose comments to give on planning proposals and send to Clerk in good time to be sent to the relevant authorities. This will be done via email communication and reported at full council meetings when meetings take place.



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D) Walter Wallinger Trust-Cllr Haidy Blake-Cllr Blake queried as to whether Cllr Morris could represent as both a trustee and a Cllr or if Cllr Blake must still represent on behalf of the HPC.-Cllr Morris to look into this.

E) Panshanger liaison Committee-Cllr Roger Morris

2022-2023-7 Minutes of meeting held on Wednesday 13th April were considered and approved

2022-2023-8 Public Participation

Resident of East End Green spoke of the concerns regarding the planning Proposals at White House, East End Green and asked the Councillors if they would consider writing to the planning authority to appose both of the planning applications, Resident gave the Clerk a copy of a signed document from the residents who also appose the planning applications along with two drafted letter by the resident that could potentially be sent by the Clerk on behalf of the Parish Council. Cllr Rochford replied that this will absolutely be considered, and we would be looking to give comment on both planning applications in due course.

2022-2023-9 Finance

Items A)-G) will be considered at June 2022 meeting.

H) Report received

I) Payments to Consider

- a) Clerks Overtime Approved
- b) Insurance Renewal Quote approved

2022-2023-10 Employment Committee

Following a Discussion with the Clerk and members of the public absent its was consider and unanimously agreed to increase the Clerks monthly hours and Spinal column Point in line with the Clerk's current workload and additional training qualifications. The Clerk will Start her CILCA training in September 2022 and the council has asked the Clerk to delegate her workload should she feel that this becomes beyond her management within the new hours set out. The Clerk asked the council to be more responsive to emails and will give advanced notice of any work she may need to carry out, out of her working hours.

2022-2022-11 Items for consideration

- A) Clerk outlined the notes made from the meeting regarding parking and speeding in Birch Green/The Old Coach Road. Held with Cllr Rochford 2 members of the public and Linda Haysey, many options were considered, Cllr Rochford said that this would be discussed at further meetings with all parties involved (school, residents, EHDC) to try and implement a plan. Clerk to discuss potential meetings with Cllr Rochford at a later date.
- B) Cllr McDonald proposed 3 options of dog fouling bins the council agreed for one bin to be purchased and the bin currently in Birch Green will be moved to the area of grass on the bend near Foxdells in Birch Green. Cllr McDonald to liaise with Jon Hart HCC to set up bin collection



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and bin to be moved in Birch Green and cost was agreed unanimously by council 1st Cllr Rochford 2nd Cllr Hutton

- C) Social media policy was proposed by Cllr Gordon and a brief outline of the policy was shared. The council approved the policy 1st Cllr Morris 2nd Cllr Hutton
- D) NALC code of conduct was considered Cllr Rochford will look over this for approval at a later date.
- E) Linda Haysey's ward walk items were considered Items such as bus shelter 'fun stop', the pond and wells were considered. Clerk will email Linda to gain clarity of exact entailment.
- F) Tommy Brennan bench leaflets will need to be reprinted due to printing error, Cllr Rochford to liaise with Cllr McDonald to Source a bench ideally before the 1-year anniversary.
- G) Queens Jubilee request for extra budget of £200 was agreed by council for Cllr McDonald to obtain a band. This was Approved by Cllrs Ruth McDonald, Paul Rochford, Mark Hutton, Roger Morris. Cllr Niki Gordon Abstained. Cllr Blake did not approve.
- H) Letters composed by Nick Hunt with regards to Parking on Village Greens were considered. Cllr Gordon gave a statement to which she showed her concerns of presenting residents with letters that mention enforcement proceeding and proposed that we look into other avenues first such as mediation. She also asked why the council is targeting the parking on the village green at the pond in Birch Green and should consider concentration on areas where there is parking that is affecting the grassed areas of the greens. Cllr Blake said that she would like to see the Letty Green Mis-registration application more focused on and the possibility of a land swap application on the land in front of former B Green store and that of the track in front of Birch Green Pond. The proposed letters were considered and not approved at this stage but would not be opposed to a drafted letter with amendments in the future. Cllrs McDonald and Hutton abstained from vote of N.Hunt's Parking on greens letters. N.Hunt to be given update by clerk of discussions on this item.

2022-2023-Planning

- a) Planning applications will be commented on working in conjunction with the Planning Working Party and include those of
 - 3/22/0664/HH-St Johns Church, Chapel Lane, Letty Green, Hertford
 - 3/22/0792/HH- White Cottage, East End Green, Hertford
 - 3/22/0791-HH White Cottage, East End Green, Hertford
 - 3/22/0594-FUL Land Adjacent to St Johns Church, Chapel Lane, Letty Green, Hertford

2022-2023-13 **Public Notices**-No Action

2022-2023-14 **ITEMS FOR NEXT MEETING**

- A) To approve amount of £30 to donate to cricket pavilion**
- B) To approve refreshment of pump outside 26 Birch Green**
- C) To approve New Councillor Check list**



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2022-2023-15 DATE FOR FUTURE MEETINGS AGREED:

- Wednesday 8th Jun 2022**
- Wednesday 13th Jul 2022**
- Wednesday 14th Sep 2022**
- Wednesday 12th Oct 2022**
- Wednesday 9th Nov 2022**
- Wednesday 11th Jan 2023**
- Wednesday 8th Feb 2023**
- Wednesday 8th Mar 2023**
- Wednesday 12th April 2023**
- Wednesday 10th May 2023**

Meeting commenced at 7.32pm - Meeting finished at 9.33pm

Chairman _____ Dated

DRAFT