



# HERTINGFORDBURY PARISH COUNCIL

## **DRAFT MINUTES OF THE MEETING OF HERTINGFORDBURY PARISH COUNCIL**

**HELD AT 19.30 ON 12<sup>th</sup> JUNE 2024 AT COWPER HALL,  
HERTINGFORDBURY COWPER PRIMARY SCHOOL, BIRCH GREEN,  
HERTFORD**

**PRESENT:** Cllrs P Rochford (Chairman), H Blake (Vice-Chairman), S Bostock, L Clarke & R Morris.

**In attendance** P Evans (Acting Clerk) & District Cllr B Deering.

### **10. Apologies for absence.**

Apologies were received from Cllr N Gordon. It was agreed to give Cllr N Gordon a dispensation for six months from attending council meetings whilst she battles illness.

### **11. To receive declarations of interests. – None.**

### **12. To adjourn the meeting for members of the public to address the Committee (if any) in accordance with Standing Order 1d.**

Bor Cllr B Deering stated that he was prepared to work with the council and school regarding the speeding and parking problems near the school.

### **13. To receive and approve the minutes of the annual and full council meetings held Wednesday 8<sup>th</sup> May 2024.**

These were approved by the council and signed by Cllr P Rochford.

### **14. To receive and approve the draft minutes of the Annual Parish meeting held on 8<sup>th</sup> May 2024 and decide if any actions are required.**

These had been circulated prior to the meeting and were noted.

### **15. Clerks Report.**

This report had been circulated prior to the meeting. It was noted that the commemorative tree has been planted, and that the school have confirmed the 2024/25 dates for meetings.

### **16. Financial**

a) To note financial report for receipts and payments up to end of May 2024. This report had been circulated prior to the meeting and noted.

b) To confirm the payments to be made for the next month.

(i) HAPTC -- £235.40

(ii) R J Dawes -- £1,585.99



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(iii) Clerks Salaries -- £1,033.86

(iv) LGPS – £65.48

There was also an invoice from EHDC for dog bin emptying which councillors questioned as previously they have only been invoiced once in the year.

It was then.

**Resolved**

**(iv) That the Clerk sets up the payments above (other than those paid by DD), and these will be authorised by Cllrs P Rochford and H Blake.**

**(v) That the Clerk questions the invoice from EHDC.**

c) To receive the internal auditors report.

This report had been circulated prior to the meeting. It was noted that the council will correct the following;

(i) Carry out a risk assessment during the year as this was not the case in 2023/24.

(ii) Change the budget line to show that grants made are under Sec 137

(iii) That on the fixed asset register amount is adjusted to show the War Memorial figure as £1.

d) To review and confirm compliance with section 1 of the Annual Governance Return for 2023/24.

This had been circulated prior to the meeting. After some discussion it was noted that the council has for the last two years been reducing its reserves which is not good practice, especially as it needs to prepare for future replacements for items such as play equipment and trees. It was then;

**Resolved that the chairman and clerk sign Section 1 of the AGAR noting that all answers are yes except assertion 5.**

e) To review section 2 of the Annual Governance Return for 2023/24.

This had been circulated prior to the meeting. These were noted and the fact that the asset register need adjusting. With these adjustments it was

**Resolved that the chairman and clerk sign Section 2 of the AGAR.**

f) To confirm that the Council meets the requirements for exemption certificate for 2023/24 accounts.

It was noted that neither the total receipts or expenditure during 2023/24 was not above £25,000 so Hertingfordbury are exempt from an audit.

**Resolved**

**(i) That the chairman and clerk sign exemption certificate.**

**(ii) That the public rights dates are displayed as Monday 17 June to**



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**26 July 2024.**

**17. To consider what actions the council may take to reduce speeding around the schools.**

Following on from the last meeting when this matter was discussed, HPC had received an offer from County Cllr K Crofton for HertsCC Highways to carry out a speed and volume survey. Cllrs discussed this at length as, although HertsCC would carry out the survey HPC would be required to pay for it. After a long discussion it was

**Resolved that the Clerk asks HertsCC Highways, what is involved in a speed and volume survey, how long it will last and can an example of the data be sent to HPC before payment to them will be made.**

**18. Planning Decisions from EHDC**

3/24/0623/FUL -- Orchard Cottage Pipers End Hertford -- PROPOSAL: Demolition of existing dwelling and construction of a replacement dwelling EHDC decision – **Refuse** – HertingfordburyPC – **No Objection.** This was noted.

There being no further business to discuss the meeting closed at 8.34pm.

**Next meeting 10 July 2024.**

Chairman \_\_\_\_\_ Date \_\_\_\_\_