

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 6<sup>TH</sup> NOVEMBER 2018 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

**Present:** Cllr. P. Bunyan, B/Cllr. H. Chapman [DBC/MPC] late arrival due to Borough Councillor duties, Cllr. R. Peterson, Cllr. S. Pilkinton, Cllr. P. Styles, Cllr. J. Taunton  
Mrs D. Sells, Clerk/RFO

**In attendance:** 6 members of the public at this meeting

### **145/18 APOLOGIES FOR ABSENCE**

No apologies received from Cllr. Bugeja, late apologies received from Cllr. Kao and Cllr. Sherriff.

### **146/18 DECLARATIONS OF INTEREST**

Cllr. Styles declared an interest with reference to item no. 154/18 – no.7 due to living in close proximity.

### **147/18 TO NOTE CANCELLATION OF PARISH COUNCIL MEETING ON 2<sup>ND</sup> OCTOBER 2018**

Noted by all present.

### **148/18 MINUTES OF THE LAST MEETING**

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 4<sup>th</sup> September, were a correct record and were signed by the Chairman. This was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson.

### **149/18 TO NOTE CANCELLATION OF BUDGET AND FINANCE MEETING ON 11<sup>TH</sup> SEPTEMBER 2018**

It was noted the Budget and Finance meeting was cancelled due to not being quorate.

A further meeting was scheduled for 15 November 2018.

### **150/18 TO RECEIVE RESIGNATION OF LAURET BOTTRILL**

The Parish Council noted the resignation of Cllr Bottrill. A Vacancy for Councillor Notice has been placed on notice boards and the Returning Office at DBC has been informed.

A letter to be sent to formally accept her resignation and to thank her for the time spent as a Parish councillor.

Action: Clerk

### **151/18 CO-OPTION JULIAN TAUNTON**

Following the appropriate Notice of Vacancy notices and procedures followed, the chairman Cllr. Bunyan welcomed and declared Julian Taunton duly elected as a co-opted member onto the Parish Council to serve the remaining term. Proposed by Cllr. Bunyan and seconded by Cllr. Peterson.

The Declaration of Acceptance of office was signed at the meeting.

### **152/18 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)**

**(173/18) This item was brought forward for the benefit of the members of public still present.**

#### **TO RECEIVE HICKS ROAD AND A5183 ROAD JUNCTION IMPROVEMENTS**

Two members of the public expressed their opposition to the demolition of the bridge. The proposed traffic lights which would replace the bridge are considered too dangerous for school children. No-one has been informed about what deterioration has affected the bridge, nor what the extent is of the remedial work required? It was noted that Terry Douris will be extending the response time, in order to give the public more time.

One Councillor feels the demolition of the bridge is the right way to go. The Council remains divided on this subject.

Another member of the public then went on to speak about the proposed plans at Caddington Hall. There is much opposition from the neighbouring houses, however, there is also concern that many applications have previously been rejected and should these current plans receive no support, then what might happen to this land? The Environmental Department has been notified regarding the large number of trees that have been felled. It was suggested that members of the public make their views known to the relevant authorities in order to make an impact.

### **153/18 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL**

1	4/01804/18/DRC	Details required by Condition 3 (Landscaping) attached to planning permission 3/00109/14/FUL (Change of use from Class A4 to Class C3 residential of the existing Public House including partial demolition and minor internal alterations and the construction of three dwellings with associated carport parking and driveway.	The Sun Inn 101, High Street	Grant
2	4/01315/18/FUL	Demolition of existing kennels and construction of a courtyard of three dwellings and associated access, car parking and landscaping	Hazel Corner Dog Hotel, Windmill Road	Grant
3	4/01675/18/LDP	Proposed outbuilding	Willow Tree Farm, Pipers Lane	Grant
4	4/01692/18/OPA	Change of use from factory to 4 newly converted flats	The Factory Premises, Church End	Withdrawn
5	4/01818/18/FUL	Alterations to access	Land south and adjacent to Hill	Grant

			View, Luton Road	
6	4/01518/18/DRC	Details required by Condition 2 (Materials) and 3 (Soft landscaping) attached to planning permission 4/01733/17/FUL – construction of a ménage and horse walker	Cotton Springs, Friendless lane	Grant
7	4/01806/18/FUL	Retrospective application for rear timber storage shed	The Factory Premises, church End	Grant
8	4/01085/18/FUL	Retention of temporary ménage lighting between 4pm and 7pm Monday to Friday during school term time from 1 October to 31 March; retention of exercise mirror, replacement block of 2.No stables. Retention of block of 2.No isolation stables; additional fencing; and change of use of land to grazing/equestrian use including the siting of Cross country jumps	Olivers, Cheverells Green	Grant
9	4/01882/18/RET	Retention of gazebo outbuilding to the rear garden	Village Place, 34 High Street	Grant
10	4/02190/18/FUL	3 No. new fresh air intake/extract louvre vents, new acoustic access door, new access door and plant equipment	Unit 1, Hicks Yard, Hicks Road	Withdrawn
11	4/01785/18/TRO	Works to sycamore tree	Hicks Yard, Hicks Road	Grant
12	4/02025/18/FHA	Extension to existing dormer (presented on 4/09, insufficient information).	10, The Coppins	Grant
13	4/01756/18/FHA	Loft conversion with rear dormer. Two front roof lights	94, High Street	Grant
14	4/01980/18/FHA	Single storey front extension	7 Summer Walk	Grant

### 154/18 PLANNING APPLICATIONS

To consider planning applications received from Dacorum Borough Council/HCC as listed and those received between 2<sup>6th</sup> September 2018 and 6<sup>th</sup> November 2018

1*	4/02178/18/ADV	Installation of 1 x internally illuminated Co-op projector; 1 x set of non illuminated acrylic 'welcome to' sign. 1 x internally illuminated Co-op logo. 1 x non illuminated wall mounted flat aluminium panel.	Co-operative Food, 1, Hicks Road	<b>Taken to 4<sup>th</sup> September PCM</b>
2	4/02025/18/FHA	Extension to existing dormer (presented on 4/09, insufficient information).	10, The Coppins (Granted – see above)	Granted
3	4/02189/18/FUL	New automatic bi-parting sliding door and frame, new shopfront, 2 new satellite dishes and 4 Sheffield cycle stands.	Unit 1, Hicks Yard, Hicks Road	Withdrawn
4	4/02190/18/FUL	3 new fresh air intake/extract louvre vents, new acoustic access door, new access door and plant equipment.	Unit 1, Hicks Yard, Hicks Road	Withdrawn
5	4/02221/18/FUL	Demolition of existing indoor manege and open barn. Construction of 4 new three bedroom dwellings	Livery Stables, Puddephats Farm, Puddephats Lane	Flamstead – no comment
6	4/02247/18/TPO	Works to trees and removal of trees	9 Cheverells House, Cheverells Green	No Objections
7	4/02205/18/MFA	Demolition of all buildings and construction of a main building and two outbuildings comprising of 46 dwellings with associated soft and hard landscaping, bin store, entrance gates and highways improvements.	Caddington Hall, Luton Road	Strong Objections. Proposed development much too big; will involve much more traffic, not an asset to the village, proposed roundabout on highway does not seem practical.
8	4/01909/18/FHA	Two storey side and rear extension and single storey front extension.	85, Buckwood Road	Granted
9	4/02343/18/FHA	Front Dormer Window and Velux Window	18, Bartholomew Green	No Objections
10	4/01278/18/FUL	Change of use of Unit 1 (Class D1 surgery/health centre use) to Class A1 convenience food-store, together with change of use of Unit 2 (CLASS A1/A2/A3/A4 AND B1) to three residential units (one 1-bed and 2 2-bed flats), together with associated external alterations, landscaping, amendment to Richmond Square and provision of parking.	Units 1 and 2, Richmond Square, Hicks Road	OBJECTION: Building too big, most shops/businesses are opposed; it will take business away from them. Car park too small, lorries delivering daily, too much traffic.
11	4/02499/18/FUL	Construction of 9 detached dwellings	Land south east of New Lodge (Cell Park), Dunstable Road	Objection, Listed building and historic land.
12	4/02599/18/LDP	Single storey rear extension	7, Summer Walk	No Objections
13	4/02615/18/FHA	Single storey rear extension	8, Bartholomew Green	No Objections
14	4/02631/18/LDP	Addition of Juliet balcony	84 Pickford Road	No Objections
15	4/01954/18/FUL	Single storey side extension, two storey side extension and associated works.	Surgery, 1 Hicks Road	No Objections

**Action: Clerk**

**155/18 ACCOUNTS FOR PAYMENT**

To approve the signing of cheques for payment and the signing of the Accounts schedules for September and October 2018, as circulated. It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **agreed** unanimously to approve the schedules for payment. **RESOLVED:** that the schedules of payment be signed as circulated. The schedule of accounts listed the balances of the Parish Council's accounts as follows:

As at 30<sup>th</sup> September 2018

MPC Current Account	£11,886.63
HSBC [Precept Account]	£75,812.75
MPC Investment [NS&I]	£20,960.26
Petty Cash	£46.08
<b>TOTAL</b>	<b>£108,705.72</b>

As at 31<sup>st</sup> October 2018

MPC Current Account	£11,117.03
HSBC [Precept Account]	£75,812.75
MPC Investment [NS&I]	£20,960.26
Petty Cash	£46.08
<b>TOTAL</b>	<b>£107,995.96</b>

**156/18 SECOND QUARTER SPEND**

It was noted the second quarter spend to 30<sup>th</sup> September is £52,264.00 against a budget of £111,261.00. This was proposed by Cllr. Peterson and seconded by Cllr. Pilkinton.

**No action.**

**157/18 TO APPROVE AND ACCEPT NOTICE OF CONCLUSION OF AUDIT FROM EXTERNAL AUDITOR YEAR ENDED 31<sup>ST</sup> MARCH 2018**

It was noted the External Auditor's report from PKF Littlejohn LLP dated 5 November 2018 had been received and the Notice of Conclusion of Audit has been displayed from 8 November 2018 publicly for 14 days, the legal requirement being fulfilled.

On 28 September 2018, PKF issued a report detailing the results of their limited assurance review of Sections 1 and 2 of that authority's Annual Governance & Accountability Return for the year ended 31 March 2018.

PKF explained they were unable to certify completion of the review at that time.

On 5 November 2018 they were in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

The figures in Section 2, Box 8 of the current year has been input incorrectly and should read £63,632. This amendment must be corrected in the prior year comparatives when completing next year's AGAR.

There were no other matters affecting their opinion.

**It was RESOLVED:** To accept and note the Annual Return. Thanks were given to staff during a very difficult year.

This was approved and accepted by the Parish Council.

**Action: Clerk**

**158/18 TO PROPOSE MEMBERS TO SIT ON ANY PARISH COUNCIL COMMITTEE**

Cllr. Taunton and Cllr. Styles opted to sit on the Budget and Finance Committee. This was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson.

**Action: Clerk**

**159/18 REMEMBRANCE DAY PARADE**

Report for the Remembrance Day Parade and Risk Assessment were agreed and accepted. Refreshments will be offered at the Village Hall after the ceremony.

**Action: Clerk**

**160/18 TO RECEIVE PROPOSED BOVINGDON NEIGHBOURHOOD AREA DESIGNATION**

Received and noted.

**No Action**

**161/18 TO DISCUSS AND AGREE WINTER GRITTING IN THE VILLAGE**

As mentioned previously, salt has been ordered and the bins will be filled; gritting will take place outside the village halls, should the need arise.

**Action: Clerk**

**162/18 CORRESPONDENCE FOR INFORMATION ONLY**

The Clerk circulated the list of correspondence for information only, which was duly noted.

**163/18 CCTV SECURITY TO REAR OF VILLAGE HALLS**

It was agreed unanimously that CCTV security cameras should be installed to the rear of the Village Halls. Quotes will be obtained.

**Action: PB/Clerk**

**164/18 TO RECEIVE CLERKS REPORT**

Nothing to report at this meeting.

**165/18 MARKYATE MONTHLY INCLUSION**

Hicks Road presentation by Terry Douris and questions from the public, Planning, Annual Audit, Parish Council Committees, Remembrance Day Service, Winter Gritting, CCTV at the Village Halls, Newsletter, Improvements to the Village Halls, Entrance Gates to Recreation Ground, Paperless Planning, Christmas Lights.

**Action: ALL**

**166/18 NEWSLETTER INCLUSION**

Two Councillors did not receive the newsletter.

**Action: RP**

**167/18 LICENSING APPLICATION FROM CO-OPERATIVE, HICKS ROAD**

This application could no longer be found on the website – it may have expired. However, there is no shop yet.

**Action: ALL**

**168/18 TO RECEIVE AND AGREE ACTION ON PLANTERS FOR OUTSIDE VILLAGE HALL AND SPLASH PARK**

It was agreed by all present that the addition of planters outside the Village Halls would make a marked difference to the area. A splash park however, could not be considered, due to the expense. Thanks from the Parish Council go to the parishioner in question who made these suggestions.

**Action: Clerk**

At 9.25 p.m., Cllr. Chapman arrived to join the meeting.

**169/18 TO DISCUSS AND AGREE ACTION TO MAIN ENTRANCE GATES AND POSSIBLE VANDALISM**

The gates had been forced open when, due to a power cut, the gates remained closed. This should be corrected so that the default is to remain open in the event of another power cut, not closed. The engineers will be called in order to rectify this fault.

**Action: Clerk**

**170/18 SIGNATORIES FOR THE NS&I MPC ACCOUNT**

**It was RESOLVED that the following would be bank signatories for the NS&I account:**

**Councillors:** Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. S. Pilkinton, J. Bissmire, D. Sells, D Fitzsimons

**No Action**

**171/18 TO RECEIVE REPORT ON CRICKET CLUB LEASE**

It was reported completion is very close, this should be finalised in due course. B/Cllr. Chapman is chasing regularly.

**Action: HC/Clerk**

**172/18 TRANSFER OF CEMETERY LAND, MARKYATE**

Inland and MPC solicitors' are in correspondence with each other, however, there would appear to be an issue on the wording of the transfer. Cllr. Chapman looked at this and feels that as long as MPC take ownership of the land, this can be sorted out. A report will be made at the next meeting.

**Action: HC/Clerk**

**173/18 ITEM BROUGHT FORWARD, SEE ABOVE.**

**174/18 DISCUSS AND AGREE METHOD OF INSTALLATION FOR THE TV SCREEN IN THE Y2K HALL**

It was agreed by all present that the TV screen, which will be used at Parish Council Meetings in order to view paperless planning applications, is best situated on a trolley. The trolley will be ordered at a cost of £309.75.

**Action: Clerk**

**175/18**

Public Bodies (Admissions to Meetings) Act 1960. That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the Press and Public be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

Quotations requested for updating IT equipment in compliance with GDPR. Due to the uncertainty relating to the specification, this item was deferred.

It was noted 3 quotations were requested.

1. To receive quotations for installation of Christmas Lights.

It was **RESOLVED** to accept the quotation from:

a) **Sparkx** at a cost of £1188.00 for festoon harness and pull testing of eyebolts.

**Action: Clerk/SP**

**There being no further, the meeting closed at 10.15 pm**

**Next meeting: 4<sup>th</sup> December 2018**

Signed: \_\_\_\_\_

**Date:** \_\_\_\_\_