

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 4th OCTOBER 2016 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr P Bunyan, Chairman, Cllr G Baldwin, Cllr D Coasby, Cllr R Langley, Cllr R Peterson, B/Cllr H Chapman, Mrs D Sells, Clerk/RFO

In attendance: PC B Evans and Substantive Sergeant R Downs

133/16 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Sherriff due to business commitments and Cllr S Pilkinton due to personal commitments.

134/16 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

135/16 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 6th September 2016, were a correct record and were signed by the Chairman. This was proposed by Cllr D Coasby and seconded by Cllr G Baldwin.

136/16 TO RECEIVE THE RESIGNATION OF COUNCILLOR I CRAWFORD

The resignation of Cllr I Crawford was received on the 26 September 2016 to take immediate effect.

The Parish Council requested a letter to be sent thanking him for his support and commitment during his time as a councillor.

A vacancy notice has been placed on all notice boards in the village.

Action: Clerk

137/16 ELECTION OF VICE CHAIRMAN TO THE COUNCIL

The Chairman asked for nominations for the Office of Vice Chairman and nominated Cllr R Langley which was seconded by Cllr D Coasby.

It was

RESOLVED That Cllr Langley is appointed Vice Chairman for the year 2016/17.

Cllr Langley read and signed the Vice Chairman's Declaration of Acceptance of Office and agreement to abide by the Code of Conduct.

138/16 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

Standing Orders were suspended to enable PC Evans to report the following:-

Offence No.	In Markyate	No. in Dacorum
Dwelling Burglary	0	26
Burglary Other	1	50
Criminal Damage	1	93
Vehicle Crime	7	83
Anti-Social Behaviour (ASB) incidents*	4	315

PC Evans reported that there has been an influx of drugs being used in the village. Police are aware of the situation and are working to eliminate this.

Also reported was an incident where unauthorised campers attempted to claim some farmland on the Green Lane. The Travellers' paperwork could not be substantiated, therefore the owner has changed the locks on the gates and the Travellers have moved on, at the insistent of the police. Mud mounds and trees have been positioned behind the gate to act as a deterrent.

Fly tipping is also a huge problem at present. DBC is not being proactive enough in dealing with the matter.

Standing Standards were reinstated.

At 8.10pm PC Evans and Substantive Sergeant Downs left the meeting.

139/16 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	01.09.16	4/02220/16/STU	Installation of apparatus at existing base station	Adj St Agnes Farm, Hicks Road	Raise no objection.
2	06.09.16	4/01871/16/LDP	Alterations to existing roof to add the proposed rear dormer to the other roof extensions already approved	124 High Street	Grant
3	13.09.16	4/01981/16/LDP	Second Floor rear dormer	28 Pickford Road	Grant

140/16 PLANNING APPLICATIONS

To consider planning applications listed below and those received between 28 September and 4 October 2016

1	13.09.16	4/02349/16/FUL	Conversion of the Class B1 (Business) Buildings to Class C3 (Residential) Dwelling and associated works.	Willow Tree Farm, Pipers Lane	No objections
2	19.09.16	4/02409/16/LDP	Conversion of existing garage and construction of outbuilding in rear garden.	4, Summer Walk	For information only
3	19.09.16	4/02412/16/ADV	Change of fascia colour NISA supermarket.	66-68 High Street	No objections
4	23.09.16	4/02489/16/FHA	Single storey front, side and rear extension.	25 Dammersey Close	No objections
5	26.09.16	4/02400/16/FHA	Two storey side extension	5 London Road	No objections

Action: Clerk

141/16 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached. It was proposed by Cllr R. Langley and seconded by Cllr G Baldwin and **agreed** unanimously to approve the schedule for payment. **RESOLVED:** that the schedule of payment be signed as circulated. The schedule of accounts listed the balances of the Parish Councils accounts as at today's date as follows:

MPC Current Account	£ 10,705.83
HSBC [Precept Account]	£ 35,623.07
MPC Investment [NS&I]	£ 20,737.35
Petty Cash	£ 81.56
HSBC Investment Bond	£ 30,775.40
TOTAL	£ 97,923.21

142/16 RECEIVE AND NOTE SECOND QUARTER SPEND

Received and noted second quarter spend to 30 September 2016 is £60,151.00 against a budget of £98,890.00.

This was proposed by Cllr R Peterson and seconded by Cllr R Langley.

It was noted the first quarter spend to 30 June 2016 [minute 81/16] should read £33,311.00 against a budget of £98,890.00.

143/16 APPROVE AND ACCEPT NOTICE OF CONCLUSION OF AUDIT FROM EXTERNAL AUDITOR, YEAR ENDED 31 MARCH 2016

It was noted the External Auditor's report from BDO LLP dated 28 September 2016 had been received and the Notice of Conclusion of Audit has been displayed from 4 October 2016 publicly for 14 days, the legal requirement being fulfilled on 25 October 2016.

The Clerk explained that the External Auditor found the Annual Return compliant with proper practices and there were no matters giving cause for concern, however, the following issue has been raised to assist the council in improving its internal controls or working practices. The council is recommended to consider this but is under no statutory obligation to act upon it.

Power of Competency, What is the issue.

BDO requested sight of evidence for the power of competency used to ascertain eligibility, however this was not provided.

The clerk explained the apparent discrepancy arose due to lack of communication because the evidence was available.

It was unfortunate BDO did contact the Parish Council but used the incorrect email address, furthermore the closure of audit was not received until the 3 October 2016 so no action could be taken.

The clerk was advised by BDO to minute 'the evidence has been recorded but due to lack of communication the report was made'.

RESOLVED: To note that the Annual Return was passed without comment. The explanation of the matter raised about the Power of Competency was noted.

This was approved and accepted by the Parish Council.

Action: Clerk

144/16 REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT PROCEDURES FOR FINANCIAL YEAR ENDED 31 MARCH 2016

The Parish Council received a report setting out the various checks that have been put in place during 2015/16 to ensure adequate levels of financial control.

It was **RESOLVED** that the Parish Council confirms that as far as it is in its power to do so:-

- The Internal Auditor seems to be independent, ensuring any testing is unbiased and objective.
- The Internal Auditor seems to be competent, making recommendations to improve the controls. Ensuring sufficient knowledge and understanding to add value.
- The Internal Auditor seems to have a satisfactory relationship with the Clerk and Councillors
- The Audit Planning is satisfactory; this can only be effective if those ultimately responsible, i.e. the members of the body, receive the relevant feedback and receive timely reports so they can sign the annual return to say whether the internal controls are effective.
- The scope is satisfactory; this ensures it covers all of the internal controls identified by the body which mitigate the risks identified.
- The reporting is satisfactory

No action

145/16 LETTER FROM HSBC REGARDING THE MPC MARKET SELECTION SAVINGS ACCOUNT

It was proposed by Cllr D Coasby and seconded by Cllr R Peterson that the monies in the above account should be withdrawn. Note also that £100 compensation was given due to HSBC's error relating to this account.

Action: Clerk/FO

146/16 BOLLARDS

It was reported the works carried out so far are of a high standard. Four types of padlocks were considered during the meeting and a unanimous decision was made on 2 of ABUS Titalium. It was proposed by Cllr Coasby and seconded by Cllr Bunyan for the additional cost of these padlocks, which will be converted to open using the same key. 8 keys to be ordered. The total approximate cost will be under £60.00, and will be reported at the next meeting.

Action: Clerk

147/16 CRICKET CLUB

It was reported the Cricket Club's solicitor has confirmed that all paperwork has been accepted; the draft lease is now with the Parish Council's solicitor to incorporate all agreed issues into a new format of the lease to be sent to DBC for its final approval and then for signing by all parties. Ongoing.

Action: HC/Clerk

148/16 NEW CEMETERY

It was proposed for possible fencing along the footpath as a temporary measure, alongside the new cemetery. It was **agreed** that the Parish Council would arrange for two PRIVATE PROPERTY signs to be made, in order that they be erected immediately after handover. Wording not yet confirmed, but it was proposed that the signs could read as follows:

PRIVATE CEMETERY LAND, PROPERTY OF MARKYATE PARISH COUNCIL. Quotations to be presented at 1st November 2016 meeting.

Action: Clerk

149/16 RECEIVE AND APPROVE PARISH COUNCIL INSURANCE FROM CAME & COMPANY

It was noted the Parish Council insurance renewal is due from 1 October 2016. This is based on the renewal quotations on the sums insured (index linked by 1%) and the covers details in the Council's previous schedule of insurance.

It was proposed by Cllr Langley and seconded by Cllr Peterson for the renewal premium of £2,440.97 and the Lorega premium of £71.50 to be accepted.. This takes into consideration the Council's long term agreement which expires on 30 September 2017. The Policy excess remains £250.00 for each and every claim.

Action: FO/Clerk

150/16 CHRISTMAS LIGHTS

It was reported the initial problems encountered with the Grade 2 listed property. After a meeting in September with Heritage and a Lights and Tubes representative, it was advised lights should not hang from any guttering. Also, concern regarding drilling into bricks and causing cracking became a major issue. A letter from Lamps and Tubes Illuminations Ltd expressing their concern over any brick damage and stating they would not be covered by their insurance. They asked that the Parish Council indemnify them of any damage caused. The brick is unlikely to crack, but it was suggested that Lamps and Tubes Illuminations request extra cover on their insurance and the £500 that was paid to them last year from the Parish Council (and never used) could go towards paying for this extra cover. The electricity company has agreed on the supply.

Action: SP/DC

151/16 OUTSIDE GYM

It was reported S106 when available should be used for the outside gym in Peggy's Field. MPC should not be involved in the cost. Assessments will need to be made of the total cost of works. Ongoing.

Action: HC/Clerk

152/16 REMEMBRANCE DAY PARADE 2016

The Road Closure Order has not yet been confirmed, however, there appears to be no problem. DBC will be providing road closure barriers and bollards. The Parish Council will lay a Poppy Wreath to commemorate those who lost their lives in conflict.

Action: All

153/16 WIFI IN VILLAGE HALLS

It was proposed that- WiFi is needed in both halls. There is a Router in the office, but it would probably need a booster, if used, this should not be linked to the Parish Council System, due to confidentiality issues and the risk of access to our systems. Advice to be obtained.

Action: Clerk/PS

154/16 PICNIC TABLE, PEGGY'S FIELD

It was discussed and then proposed that the picnic table be repaired and not replaced, all present duly agreed.

Action: VW

155/16 FACILITIES FOR YOUNG PEOPLE IN THE VILLAGE

An email was received from a member of the public regarding improvement of facilities for young people in the village. B/Clr H Chapman advised that residents should be made aware that surveys have been carried out in the past and that the public should come forward with what they require through a survey.

Action: Clerk

156/16 CLERKS REPORT

No report at this meeting.

157/16 CORRESPONDENCE FOR INFORMATION ONLY

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

158/16 ITEMS FOR MARKYATE MONTHLY

Appointment of new Vice Chair, Police Report, Planning Applications, Internal Audit, Installation of bollards to protect the cricket club recreation ground, new cemetery footpath to Cavendish Road, Ourdoor Gym at Peggy's Field, Remembrance Sunday, Wi-fi in the Village/Y2K Halls and Parish Councillor vacancies.

159/16 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

It was **RESOLVED** 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.

1. To receive quotations for CCTV by Automatic Gates leading to the Halls.

Deferred as only one quotation has been received.

There being no further the meeting closed at 9.30 pm

Next meeting: 1 November 2016

Signed: _____

Date: _____