

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 5 APRIL 2016 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

**Present:** Cllr P Bunyan, Chairman, Cllr I Crawford, Vice Chairman, B/Cllr H Chapman, Cllr G Baldwin, Cllr D Coasby, Cllr R Langley, Cllr S Pilkinton, Mrs J Bissmire, Clerk/RFO

**In attendance:** No members of public at this meeting.

### 271/16 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Sherriff due to business commitments and Cllr R Peterson due to temporary health problems.

### 272/16 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

### 273/16 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 1 March 2016, were a correct record and were signed by the Chairman. This was proposed by Cllr I Crawford and seconded by Cllr S Pilkinton.

### 274/16 MINUTES OF HALLS COMMITTEE

It was **RESOLVED** that the minutes of the Halls Committee meeting held on 8 December 2015 be received and adopted.

### 275/16 RESIGNATION OF COUNCILLOR S DEACON

The resignation of Councillor Deacon was received on 18 March 2016 to take immediate effect.

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

**Action: Clerk**

### 276/16 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

### 277/16 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	18.02.16	4/00821/15/DRC	Details of Materials, Arboriculture method statement, sustainable design and construction statement.	Beechwood Park Preparatory School, Beechwood Park Road	Grant
2	23.02.16	4/00118/16/RET	Retention of amenity land as residential garden	1 Cheverells Close	Refuse
3	26.02.16	4/00446/14/DRC	Details of required by Condition 16 Remediation verification report for parcel 1A, plots 1-7 & 34-40, attached to planning permission 4/01173/11/MFA	Land at Hicks Road	Grant
4	26.02.16	4/00884/14/DRC	Details of Condition 14, contamination.	Land at Hicks Road	Grant
5	01.03.16	4/00105/16/DRC	Details of as required by Condition 3, external joinery, flues, meter/alarm boxes and external materials. Attached to planning permission 4/03542/15/LBC, part conversion of existing storage/workshop into a two bed dwelling	99 High Street	Grant
6	15.03.16	4/03213/15/FUL	Temporary down lighting between 4.00pm and 7.00pm, Monday to Friday from 1 October 2015 to 31 March 2016 and positioning of low lying training mirrors to serve existing exercise arena	Oliver's, Cheverells Green	Withdrawn
7	15.03.16	4/00051/156/FUL	New fire escape staircase to rear of CDT Block with additional windows	Beechwood Park Preparatory School, Beechwood Park Road	Grant
8	15.03.16	4/00052/16/LBC	ditto	ditto	Grant

### 278/16 PLANNING APPLICATIONS

To consider planning applications listed below and those received between 30 March and 4 April 2016.

1	02.03.16	4/00155/16/FUL	Construction of grain store	Wood End Farm, Wood End Lane	No comment
2	02.03.16	4/00405/16/DRC (Discharges of Conditions On previously granted planning applications)	Details of storage of original features and written scheme of investigation as required by Conditions 3, 4 and 5 of planning permission 4/01683/15/FHA replacement outbuilding	58 High Street <b>(For information)</b>	
3	02.03.16	4/00454/16/HPA (Householder prior Approval)	Single storey rear extension measuring 4.5 metres deep with a max height of 4m and a maximum eaves height of 3m.	31 Dammersey Close <b>(For information)</b>	
4	09.03.16	4/00503/16/FHA	Loft conversion and side extension	13 Dammersey Close	No objection
5	10.03.16	4/00577/16/FHA	Replacement lounge windows in south west gable wall	The Barn, 5 Ferrers	No objection

				Hill Farm, Pipers Lane.	
6	15.03.16	4/00642/16/FHA	Single storey side extension forming a porch	The Barn, 5 Ferrers Hill Farm	No objection
7	16.03.16	4/00596/16/DRC	Details of fireplaces as required by Condition 2 of planning permission 4/03987/15/OLBC (works to alter windows, floorboards, fireplaces and repairs to brickwork.	2 Village Place, 34 High Street <b>(For information)</b>	
8	23.03.16	4/00723/16/DRC	Details required by Conditions, 2 (Photographic record of fabric to be removed) and 3 (rear wall details) attached to planning permission 4/0110/14/LBC (partial demolition and minor internal alterations to facilitate change of use to residential dwelling.	The Sun Inn, 101 High Street <b>(For information)</b>	
9	23.03.16	4/00727/16/FHA	Single storey front extension, side conservatory and rear dormer windows	12 High Street	No objection
10	30.03.16	4/00627/16/FHA	Front porch extension	25 Corner Wood	No objection
11	30.03.16	4/00791/16/FHA	Two storey front extension	The Old Forge, 3A Hicks Road	No objection

**Action: Clerk**

### 279/16 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached. It was noted the figures are correct at today's date but may change slightly due to unforeseen invoices before the end of the financial year. It was proposed by Cllr S Pilkinton and seconded by Cllr D Coasby 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	£ 1687.44
HSBC [Precept Account]	£ 8253.85
MPC Investment [NS&I]	£ 20737.35
Petty Cash	£ 14.76
HSBC Investment Bond	£ 30312.72
<b>TOTAL</b>	<b>£ 61006.12</b>

### 280/16 FINAL QUARTER SPEND AGAINST BUDGET

It was noted the third quarter spend is £107576.00 against a budget of £104285.00 This was proposed by Cllr R Langley and seconded by Cllr D Coasby.

### 281/16 PARISH FUNDING 2016/17

DBC have confirmed the summary of the payments Markyate Parish Council will receive for the financial year 2016/17 is as follows:-

Precept Demand:	£45561.00
Council Tax Support Grant	£ 2552.26
Concurrent Services:	£ 9135.00
Warden:	£ 9782.00

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Total for 2016/17 £67030.26

It was noted:-

1. The Council Tax Support Grant has increased slightly from last year which was £2229.23.
2. Concurrent Services, MPC requested £18868 which included £8000 for set up charges for cemetery extension, which was declined. Concurrent Services includes costs for open spaces, lighting, notice boards, public halls, etc.
3. Warden as requested.

**No action.**

### 282/16 VENUE, DAY AND MONTH FOR PARISH COUNCIL AND COMMITTEE MEETINGS 2016/17

**It was RESOLVED**

- To continue with full council meetings on the first Tuesday of each month, with the exception of Christmas and Easter in the Y2K Hall and the Annual Gathering of the Parish to be held in the Village Hall.
- All committee meetings will be held in the Jones Room in the Village Hall.

**Action: Clerk**

### 283/16 CRICKET CLUB LEASE

It was reported:-

1. DBC has made observations and forwarded the draft lease to the Parish Council's solicitor. A report could not be obtained as the solicitor is away on holiday.
2. The Parish Council will make the final decision as to whether the suggestions are included in the lease.
3. B/Cllr Chapman to telephone the solicitor on his return from holiday.

**Action: HC/Clerk**

### **284/16 STREET PARTY**

It was **RESOLVED** that the Notes of the Street Party meeting held on 21 March 2015 be received and adopted.

The following was agreed:-

1. £2 per adult, children free
2. Print flyers as soon as possible, 3 quotations to be obtained.
3. Surplus funds to be donated to local charities.
4. 200 chairs and 34 6ft tables to be hired @ £458.00 + VAT
5. Ice Cream van to be ordered, no charge.
6. As this is a big event for the village, the Parish Council will carry cost if proceeds do not cover.

**Action: DC/SP/Clerk**

### **285/16 FENCE BETWEEN AUTOMATIC GATES**

Following the recent damage caused by a truck reversing in to the Automatic Gates, the railings do not reach the pillar which could present a danger to pedestrians.

It was agreed three quotations to be presented to the May meeting for new railings.

It was noted the Automatic Gates are now working satisfactorily.

**Action: Clerk**

### **286/16 MARKYATE CEMETERY ADVISORY COMMITTEE**

It was **RESOLVED** that the Notes of the Cemetery Advisory Committee held on 17 March 2016 be received and adopted.

It was noted the first release of land to the Parish Council is imminent, the gates have been refurbished and a path laid.

**On going.**

### **287/16 PARISHIONER/COUNCILLOR SURGERY**

Two parishioners had attended one surgery with the following concerns:-

- Requesting information on ownership of Caddington Hall.
- Grass cutting needs to be more frequent in village. [DBC contacted]
- Cowper Road verges a mess. [DBC looking in to this]
- Traffic lights, out of sequence. (lights now changed)
- Pot Holes [reported to Highways]
- Update on Doctor's Surgery. [Updated Annual Gathering of the Parish]

**No action.**

### **288/16 VILLAGER SURVEY**

A template was circulated prior to the meeting and it was proposed by Cllr Crawford and seconded by Cllr Coasby to accept this and distribute as soon as possible.

This will be circulated with the eNewsletter, available in shops, The Annual Gathering, the May Fayre, Doctors Surgery and website.

**A vote was taken as follows:-**

**For: 6**

**Against: 1 (Cllr S Pilkinton requested to be disassociated with this survey because she felt it lacked ambition)**

**Action: All**

### **289/16 NEW WEBSITE**

It was reported the new Parish Council website is active on [www.markyateparishcouncil.gov.uk](http://www.markyateparishcouncil.gov.uk)

As Hertscom do not provide IT support to MPC, they do not have control over our .com account. They are happy to help with this domain setting and redirect so that all traffic goes to the .gov.uk domain.

To do this access is required to the MPC TalkTalk control panel.

- The total price for the website with original site content reproduction, setup of web server, installation and configuration of website software and reproduction of old site content to new site: £650.00
- Web hosting, daily automatic back up of site content, servers hosted in the UK, monitored by Hertscom iT Ltd, unlimited bandwidth and upgrades of website software included: £149.00 per 12 months.

**Complete.**

### **290/16 REMEMBRANCE SUNDAY**

After discussion the following was agreed:-

- To remove all Poppy Wreaths end March
- Obtain Road Closure Order
- Risk Assessments to be carried out by MPC and Poppy Wreath co-ordinator.
- 3 quotations to be obtained to clean the War Memorial.
- Meeting to be arranged with Tring Clerk to discuss their procedures.

**Action: Poppy Wreath co-ordinator/Clerk**

### **291/16 HERTFORDSHIRE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2016**

A report was circulated prior to the meeting concerning the Hertfordshire Pension Fund and arrangements for the 2016 Triennial Valuation.

Since the 2013 Valuation, there have been a number of changes to the membership of the pool. Therefore, all Parish and Town Councils are asked to formally confirm if they wish to continue their participation in the pooling arrangement.

It provides information about:-

- Confirming the membership of the Parish and Town Councils pool;
- Consultation on the revised Parish and Town Councils Pooling Policy; and
- Arrangements and timescales for notification of the revised pooled employer contributions rate that will be calculated as part of Valuation.

The Parish Council opted to take part in the pooling arrangement in 2013 and **RESOLVED** to formally confirm they wish to continue their participation in the pooling arrangement.

The chairman will sign the agreement when completed.

**Action: PB/Clerk**

### **292/16 CORRESPONDENCE FOR INFORMATION**

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

### **293/16 TESCO COMMUNITY SCHEME**

The Tesco grants programme is managed by Groundwork and funded by Tesco customers from the proceeds of the 5p charge for plastic carrier bags as a result of a government carrier bag levy.

A proposal was put forward to apply for this funding for an outside gym in Peggy's Field which meets the criteria for informal outdoor recreation facilities.

**Agreed;** to obtain information and obtain quotations for consideration at a forthcoming Full Council meeting.

**HC/Clerk**

### **294/16 PARISH PATH PARTNERSHIP SCHEME [P3]**

The quotation process for works to footpath 13 through this funding has been handled by the Paths Officer at DBC. The total cost of works is £900 through P3.

It was proposed by Cllr Coasby and seconded by Cllr Pilkinton for MPC to pay the £100 administration charge.

**Action: CR/Clerk**

### **295/16 TO DISCUSS AND AGREE ITEMS FOR INCLUSION IN MARKYATE MONTHLY**

Planning applications, MPC budget, May Fayre, Queen's 90<sup>th</sup> Birthday Street Party, Sunday 12 June, MPC Surgery, new website, Markyate facilities Village Survey, Remembrance Day, Outside Gym, Footpath works.

**Action: DC**

### **296/16 CLERKS REPORT**

The clerk reported the playground inspection at Peggy's Field is now complete. Following the inspection and works carried out February 2016, Urban Recreation had tried to adjust one seat [minute 156/15] but one gate required a new hydraulic closing mechanism, to complete the works the total cost was £165.00.

**Complete.**

### **297/16 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

**Staffing:**

- The caretaker vacancy still exists.

**Recruitment:**

Full Council noted that the Parish Clerk has given notice to leave and approved the setting up of a Working Party to manage the recruitment process for a new Parish Clerk.

This will consist of Cllrs Bunyan, Crawford and Langley.

In discussion it was agreed the existing clerk will remain as assistant, with reduced hours as support to ensure the new clerk settles in satisfactorily.

As part of the recruitment and selection process, the Working Party will:

- Clarify on what is required of the Parish Clerk and provide a clear set of competencies for the role.
- Look at practical ways to test the capability of candidates in key competencies for the role.
- Confirm the working hours.
- The existing clerk will continue to support the new clerk on reduced hours.

**There being no further the meeting closed at 9.15pm**

**Next meeting: 3 May 2016 Annual Meeting of the Parish Council**

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

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