

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 7 JUNE 2016 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr P Bunyan, Chairman, Cllr I Crawford, Vice Chairman, Cllr G Baldwin, Cllr D Coasby, Cllr R Langley, Cllr R Peterson, Cllr S Pilkinton, Mrs J Bismire, Clerk/RFO

In attendance: County Councillor David Lloyd and one member of public at this meeting.

The chairman proposed item 56/16 Markyate Traffic Issued is moved on the agenda to under item 49/16. This was seconded by Cllr I Crawford.

45/16 APOLOGIES FOR ABSENCE

Apologies were received from B/Cllr Chapman due to Borough Council business and Cllr P Sherriff due to business commitments.

46/16 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

47/16 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 3 May 2016, were a correct record and were signed by the Chairman. This was proposed by Cllr D Coasby and seconded by Cllr R Langley.

48/16 MINUTES OF HALLS COMMITTEE

It was **RESOLVED** that the minutes of the Halls Committee meeting held on 15 March 2016 be received and adopted.

49/16 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

56/16 MARKYATE TRAFFIC ISSUES

C/Cllr David Lloyd said he would like to hear the thoughts on traffic issues which will be the basis for what he does as the Parish Council respond to parishioners.

Despite working to get as much interest as possible, there has not been a high turnout in people expressing wishes, although not considered a failure, thought it would have attracted more interest than it has.

Broadly the points raised are:-

- Turning left on to Buckwood Road
- New route on to Cavendish Road
- No to double yellow lines, (not favoured)

The 20mph in the High Street and other parts of the village do not justify a formal consultation, proposals for the Parish Council to give views on will be sent as soon as possible. This is the process.

Other points raised:-

- Legalities to be looked at for posts to be installed.
- 20mph, cannot see how this can be policed, depends if enforceable or advisory, makes drivers aware about speed. This would be the most economical scheme. If it's an advisory scheme would not be tied in to DFT guidelines.
- Request for extra parking places; off street parking is enforced by DBC. County cannot influence this.
- Mini roundabout entrance to Roman Way; not convinced High Street is wide enough to facilitate a roundabout.
- Any system which takes traffic by the school is out of question. Speeding along Pickford and Buckwood is extreme, something needs to be done to stop rat runners and chicanes were suggested.
- It has to be safe for drivers as well, chicanes have not been favourable, prefers to consider viewpoints rather than statistics.
- A mirror was suggested at Humbers Hoe and the Parish Council **agreed** to look in to this.

C/Cllr David Lloyd was thanked for attending the meeting and left at 8.15pm.

The chairman left the meeting at 8.20 due to feeling unwell. Cllr Crawford, Vice Chairman took the chair.

50/16 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	4/00461/16/LDP	Loft Conversion, comprising hip-to-gable roof enlargement, three front roof lights and a flat roof rear dorma	13 Cavendish Road	Grant
2	4/00577/16/FHA	Replacement lounge windows in south west gable wall	The Barn, 5 Ferrers Hill Farm, Pipers Lane	Grant
3	4/00155/16/FUL	Construction of grain store	Wood End Farm, Wood End Lane.	Withdrawn
4	4/00596/16/DRC	Details of fireplaces as required by Condition 2 of planning permission 4/03987/15/LBC (works to alter	2 Village Place, 34 High Street	Grant

		windows, floorboards, fireplaces and repairs to brickwork		
5	4/00723/16/DRC	Details required by Condition 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	Grant
6	4/03348/15/FHA	Erection of stables tack room (resubmission of application 4/02474/15/FHA)	Lower Farm End, Luton Road	Grant
7	4/00503/16/FHA	Loft conversion and side extension	13 Dammersey Close	Grant
8	4/00727/16/FHA	Single storey front extension, side conservatory and rear dormer windows	12 High Street	Grant
9	4/00889/16/HPA	Single storey rear extension	12 Old Vicarage Gardens	Grant
10	4/00829/16/ROC	Variation of Condition 6 (hours of use) attached to Planning Permission 4/03586/15/FUL, (rear extension to Function Room)	The Swan Inn, 36 High Street	Grant

51/16 PLANNING APPLICATIONS

To consider planning applications listed below and those received between 1 and 7 June 2016

1	4/00963/16/DRC	Details required by Condition 2 (Materials), 5 (construction management plan), and 6 (Archaeology) attached to planning permission 4/00109/14/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, with parking and driveway)	The Sun Inn, 101 High Street	For information
2	4/01118/16/DRC	Details of the protection strategy required by Condition 10 of planning permission (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	For information
3	4/01055/16/DRC	Details required by Condition 3 (hard and soft landscaping attached to planning permission 4/00109/14/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	For information
4	4/0050/16/FHA	Loft Conversion	13 Dammersey Close	No objection
5	4/01184/16/FUL	Change of use from A2 (Estate Agents) to A4 (Micropub)	40A High Street	No objection
6	4/01213/16/LBC	Refurbishment of Bathroom	Starlings, 13 Albert Street	No objection
7	4/01298/16/FUL	New Grainstore (Amended Scheme)	Wood End Farm, Wood End Lane	No objection
8	4/01307/16/LBC	Change of use from D1 non-residential institutions to C3 Residential Dwelling. Single storey rear extension	Montessori School, Cheverells Green	No objection
9	4/01306/16/FUL	Ditto	ditto	No objection
10	4/01388/16/FHA	Single storey rear extension	9 Pickford Road	No objection
11	4/01420/16/FUL	Proposed new attached 3 bedroom house and construction of two storey rear extension to existing dwelling and new front porch	85 Buckwood Road	Objection; Infill Adjacent to footpath with possible ancient hedge Concern noted some work started already. Children cross at this point
12	4/01478/16/FHA	Three new dormers on front elevation	13 Dammersey Close	No objection
13	4/01486/16/LDP	Single storey rear extension	8 Cowper Road	For information

Action: Clerk

52/16 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	£ 1354.58
HSBC [Precept Account]	£ 66287.37
MPC Investment [NS&I]	£ 20737.35
Petty Cash	£ 56.03
HSBC Investment Bond	£ 30775.40
TOTAL	£ 119210.73

53/16 INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2016.

To receive and accept the Internal Audit Report from Clubfinance. It was noted one recommendation was made regarding bank reconciliations.

Some final entries had been made to the accounts following the presentation of the March 2016 bank reconciliation to council – this is expected. However, these did affect the cash book balance meaning the original March 2016 bank reconciliation did not agree to the final cash book for the year. The year end bank reconciliations were run during the internal audit visit from QuickBooks, but QuickBooks do not make this a straightforward process once a new period has been open. As discussed during the internal audit visit, going forward, final bank reconciliations and the associated reports are run once the year end accounts are complete and stored in both paper and electronic form.

The Parish Council **RESOLVED** to accept the internal audit report and noted the recommendations have been implemented. The Parish Council noted this was a good report and thanked members of staff involved for their commitment.

Action: Clerk

54/16 INTERNAL AUDIT ANNUAL AUDITED ACCOUNTS

- a) It was proposed by Cllr R Langley and seconded by Cllr R Peterson and **RESOLVED** that the Council approved the audited accounts for the Parish for 2015/16.
- b) It was confirmed the Period for the Exercise of Public Rights for Accounts for the year ended 31 March 2016 will be placed on notice boards and website, from 27 June 2016 to 05 August 2016, thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period.

Action: Clerk

55/16 ANNUAL GOVERNANCE STATEMENT/ACCOUNTING STATEMENTS OF THE ANNUAL RETURN 2015/16

a) SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR 2015/16

It was proposed by Cllr S Pilkinton, seconded by Cllr R Peterson and **RESOLVED** that the Council approved Section 1 Governance Statement for 2015/16 for Markyate Parish Council, as circulated.

b) SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL RETURN FOR 2015/16

It was proposed by Cllr R Langley, seconded by Cllr D Coasby and **RESOLVED** that the Council approved Section 2 Accounting Statements for 2015/16 for Markyate Parish Council and **agreed** that the Parish Council had acted in accordance with the requirements set out therein.

The unaudited Statement of Accounts and Annual Governance Statement have been posted on the Parish Council website, noting they may be subject to change.

Action: Clerk

56/16 MARKYATE TRAFFIC ISSUES

This item moved forward.

57/16 STREET PARTY

It was noted the Notes from the meeting held on 8 June 2016 will be circulated in due course but a verbal report was given as follows:-

Agreed:-

1. All funds from sale of tickets to be banked.
2. Food purchased from the wholesalers by Parish Councillors using their own payment cards to be reclaimed as expenses.
3. Parking to be made available.

Action: CB/Clerk

58/16 PARISH COUNCILLOR SURGERIES

It was noted the Parish Councillor Surgeries had not been very successful and it was **agreed** not to continue with these after the six monthly trial period had expired in July 2016.

No action

59/16 MEMORIAL TREE/BENCH

It was noted a Memorial of any kind is not appropriate for placing in Summers Walk, Markyate, but the Parish Council were more than happy for a Memorial to be placed in Peggy's Field.

Action: Clerk

60/16 VILLAGER SURVEY

Several completed surveys had been received with suggestions which will be put forward for discussion.

It was suggested the survey is available to download from the Parish Council website to enable members of public to access the form more conveniently. It was noted the Parish Council is the appropriate body to contact if things need to be done.

Agreed no response deadline. On going.

Action: All/Clerk

61/16 WORKS TO VILLAGE CLOCK

Agreed to not to have the suggested work carried out due to the expense involved.

When the 3 year term maintenance contract expires new contractors will be approached in anticipation of a more competitive quotation.

No action.

62/16 PROTOCOL FOR PUBLIC PARTICIPATION

The Protocol for Public Participation Financial Regulations were reviewed with no amendments.

63/16 CORRESPONDENCE FOR INFORMATION

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

64/16 PARISH PATHS PARTNERSHIP 2016

It was confirmed a grant of £1000 has been approved by Groundwork Hertfordshire through the P3 scheme for works to footpath 13. The quotation process for this funding has been handled by the Paths Officer at DBC/HCC.

Action: CR/Clerk

65/16 CIL/SECTION 106 EXPENDITURE

The suggestion for a fenced off area to the rear of the Halls [minute 39/16] was presented for approval but the Parish Council requested a feasibility study from DBC.

Information was also requested regarding the privately owned land to the side of the cricket field, as to whether this can be considered through S106/CIL funding.

Action: HC/Clerk

66/16 HSBC MARKET SELECTIONS SAVINGS ACCOUNT

The HSBC Market Selection Savings Account investment reaches maturity on 24 June 2016 and the Parish Council requested information on this and other investments, [minute 22/16].

HSBC advise the initial investment cannot be reinvested, only stocks and shares (ISAs) so it was **agreed** the amount with interest should be withdrawn and banked in the MPC Reserves until such time as a new investments can be presented.

Action: Clerk/FO

67/16 ACADEMIES AND VILLAGE CHILDREN

The Government initially promoted all secondary schools becoming academies and the concern for Markyate is each secondary school is responsible for setting their own admissions policy. This could affect the choice of schools for Markyate.

There are issues relating to the extra responsibilities being forced onto small mainly primary schools in villages, whereby they are expected to take on organisational roles currently administered by HCC.

It was noted the Government has recently changed its approach to this subject and many schools are still choosing to go down this route as is their right and any further moves in this area are planned to take place after the next general election.

It was **agreed** a letter to be sent to Rt Hon Mike Penning MP and C/Clr David Lloyd stating the concern at the possibility that local secondary schools are changing to academies and will change their admission policy which may preclude village children, this will also include the new Harpenden School.

Action: Clerk

68/16 SUBMISSION LUTON LOCAL PLAN

On 10 November 2015 the County Council adopted the Waste Local Plan, Employment Land Areas of Search, Supplementary Planning Document (ELAS SPD).

It was noted the housing development due to take place in southern Luton might have an impact on local traffic around Markyate, as may the large development on the former Vauxhall site near Caddington.

No action as this is outside our area.

69/16 CRICKET CLUB

On going.

70/16 TO DISCUSS AND AGREE ITEMS FOR INCLUSION IN MARKYATE MONTHLY

Markyate Traffic issues, Planning applications, Internal Audit, Annual Audited Accounts, Parish Councillor Surgeries, MPC Villager Survey, Village Clock, Footpath 13 surface works, Outdoor Gym Equipment, Academies and village children, Luton Local Plan.

Action: DC

71/16 CLERKS REPORT

No report at this meeting.

72/16 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

1. Staff update

- The clerk and caretaker vacancy still exists.
- It was noted the salary for one member of staff required adjustment and the clerk was asked to look in to this and the Parish Council agreed any amendment will be back dated to the date of this meeting.
- A Recruitment Working Party meeting to be arranged.

2. Quotations for outside Gym in Peggy’s Field

Three quotations were requested and presented to the Parish Council for consideration.

After discussion a vote was taken as follows:-

To accept the Wicksteed quotation: 5

To accept the B quotation: 1

It was

RESOLVED

Dependent on funding to accept the quotation from:-

Wicksteed Playscapes as follows:-

- Fitness Legacy Zone – Royal Offer £ 9947.00
- Installation £ 1806.00
- L-installation 12 no Safety grass Mat Wearing Pads £46 unit price £ 552.00
- Installation £29.00 unit price £ 348.00
- L-Installation Temporary Site Security Heras Fencing £ 300.00
- Total Quotation excluding VAT £12953.00

This quotation was selected as it was considered the materials used are better quality and longer lasting.

The unsuccessful quotations were:-

A) £8500 ex VAT

B) £9390.00 ex VAT

3. Quotations for Iron Railings by Automatic Gates.

Three quotations were requested but only two received.

It was **agreed** to defer this item to obtain further quotations.

Action: Clerk

4. Quotations for IT support

Three quotations were presented to the Parish Council for consideration.

It was

RESOLVED

To accept the quotation from:-

K Hodson Computer Services Ltd

The quotation was selected as this company had been used previously and offers an hourly rate.

There being no further the meeting closed at 9.55pm

Next meeting: 5 July 2016

Signed: _____

Date: _____