

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 6th JUNE 2017 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr. P. Bunyan, Chairman, Cllr. R. Langley, B/Cllr. H. Chapman, Cllr. R. Peterson, Cllr S. Pilkinton, Mrs D Sells, Clerk/RFO

In attendance: 1 member of the public – Terry Douris, County Councillor for Bridgewater Division

50/17 APOLOGIES FOR ABSENCE

Apologies received from Cllr. D. Kao due to family issues and Cllr P. Sherriff due to work commitments.

51/17 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

52/17 TO RECEIVE THE RESIGNATION OF COUNCILLOR G. BALDWIN

The resignation of Councillor G. Baldwin was received on the 31st May 2017, with immediate effect. A vacancy notice has been placed on all notice boards in the village.

53/17 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 2nd May 2017, were a correct record and were signed by the Chairman. This was proposed by Cllr. R. Langley and seconded by Cllr. R. Peterson.

54/17 MINUTES OF THE HALLS COMMITTEE

It was **RESOLVED** that the minutes of the Halls Committee meeting held on the 14th March 2017 be received and adopted.

55/17 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

Standing Orders were suspended

Councillor Douris advised that he is now County Councillor for Bridgewater Division, Cabinet Member for Education, Libraries and Localism. He was asked about the grass cutting on the A5 and advised that Herts County Council is now responsible for this. There is an agency agreement by Dacorum to cut the grass on their behalf. Cllr. Douris is looking into this.

He has kindly replied to a parishioner regarding her concerns about the bus services within the village.

Councillor Douris left the meeting at 8.30 p.m.

Standing Orders were reinstated

56/17 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	4/00639/17/FHA	Single storey front extension	9, Corner Wood	Grant
2	4/00271/17/RET	Retention of Driveway and Crossover	22, Parkfield	Grant
3	4/00884/17/DRC	Details and a schedule of all internal repair/reinstatement works as required by condition 3 of planning permission 4/01297/15/LBC (change of use for ground floor office (B1) to residential (C3). Listed building consent to remove external stair and ground floor window, first floor internal wall alterations, reinstatement of original stair, formation of basement access.	Tates Coaches, 44, High Street	Grant
4	4/00459/17/FHA	Dormers and conversion of existing garage roof space to residential accommodation.	Land at Lower Farm End, Luton Road	Grant

57/17 PLANNING APPLICATIONS

To consider planning applications listed below and those received between 31st May 2017 and 6th June 2017

1	4/00991/17/FHA	Proposed single storey front extension	78, Pickford Road	No Objections
2	4/00971/17/FHA	Single storey front extension, new brick steps	31, Corner Wood	No Objections
3	4/00416/17/FHA	Single storey rear extension. Extended flat roof dormer. Pitched roof dormers to front. Single storey extension to side with rooms in roof space.	10, Dammersey Close	Objection. Over-development of site and where would you park? No site plan.
4	4/01115/17/FHA	Single storey rear extension, patio and extended dropped kerb	49, London Road	No Objection to single storey

				extension. Objection to dropped kerb – this would take away parking on the road and a dropped kerb is already at in place.
5	4/01154/17/FHA	Single storey rear extension	124, High Street	No Objections.

Action: Clerk

58/17 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached. It was proposed by Cllr R. Peterson and seconded by Cllr R. Langley 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	£4,080.18
HSBC [Precept Account]	£94,561.16
MPC Investment [NS&I]	£20,861.95
Petty Cash	£37.74
TOTAL	£119,541.03

59/17 INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2017

To receive and accept the Internal Audit Report from Clubfinance.

The Parish Council **RESOLVED** to accept the internal audit report and noted the recommendations listed below which have been implemented.

	Control	Recommendation(s)
1	Proper Book Keeping	None
2	Standing Orders and Financial Regulations adopted and applied; and Payments Controls	None
3	Risk Management Arrangements	I recommend that as was already planned for 2016/17, going forward, the minute recording the annual review of the effectiveness of the council's system of internal control is updated to reflect the full scope of this review. I understand that this planned update did not happen this year due to illness of the clerk requiring a hospital stay.
4	Budgetary Controls	None
5	Income Controls	None
6	Petty Cash Procedures	I understand that the petty cash tin is physically counted once a month by either the Clerk or the Finance Officer, and agreed to the petty cash reconciliation report prepared by the Finance Officer. I recommend that it is good practice for this count to be evidenced on the report by the counter writing 'Agreed to petty cash tin' and signing against the relevant amount.
7	Payroll Controls	None
8	Assets Controls	None
9	Bank Reconciliation	I understand that a member of the Council approves the monthly bank reconciliations and evidences this by initialling the bank statements. I recommend that it is good practice for the member to sign both the reconciliations and the original bank statements (or similar document) as evidence of verification.
10	Year-end Procedures	None.
11	IT Controls	None
12	Responsibility as a Trustee	None.

The Parish Council noted this was a good report and thanks were given to all staff for their commitment and hard work.

Action: Clerk

60/17 ANNUAL AUDITED ACCOUNTS FOR 2016/17

- 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 2016/17.

- b) It was confirmed the Notice of Appointment of Date for the Exercise of Electors Rights for Accounts for the year ended 31st March 2017 will be placed on notice boards and website, from 27th June 2017 to 7th August 2017, thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period.

Action: Clerk

61/17 ANNUAL GOVERNANCE STATEMENT/ACCOUNTING STATEMENTS OF THE ANNUAL RETURN 2016/17

a) SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR 2016/17

It was proposed by Cllr. R. Langley and seconded by Cllr. R. Peterson and **RESOLVED** that the Council approve Section 1 Governance Statement for 2016/17 for Markyate Parish Council, as circulated.

b) SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL RETURN FOR 2016/17

It was proposed by Cllr. R. Langley and seconded by Cllr. R. Peterson and **RESOLVED** that the Council approved Section 2 Accounting Statements for 2016/17 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

62/17 ALEY GREEN CEMETERY COMMITTEE

It was proposed by Cllr. P. Bunyan and seconded by Cllr. S. Pilkinton for Cllr Peterson to sit on this committee with immediate effect.

Action: Clerk

63/17 NEIGHBOURHOOD PROJECTS FROM CIL RECEIPTS

It was agreed by all present that some of the CIL money can be used for planters in the village. Quotes will be obtained for best price and quality.

Action: Clerk

64/17 LUTON LOCAL PLAN

Documentation to all concerned in due course.

Action: SP

65/17 DBC CONSULTATION ON DRAFT SCOPING REPORT FOR NEW LOCAL PLAN

This was discussed at some length, with the Councillor giving her views and going through her report. This was accepted and it was agreed that the report would be read by fellow Councillors and if no comments were forthcoming, this would then be submitted.

Action: SP

66/17 HSBC MARKET SELECTION SAVINGS ACCOUNT

The sum of £30,000, from the original bond, needs to be re-invested in an account that is secure and offers the best interest, allowing this money to grow in value. Enquiries will be made at DBC to ascertain if there is anybody there that will be able to advise on the best way to invest.

Action: HC

67/17 PLANTERS AND HANGING BASKETS

Following suggestions from a number of parishioners, the possibility of hanging baskets outside the village halls was discussed, with a view to installing 2 'wall' planters on each hall front. The four Planters in the village also need replacing; the current ones have deteriorated considerably and look unsightly. Enquiries will be made regarding costs for both the planters and hanging baskets, separately.

Action: HC/Clerk

68/17 DRINKING FOUNTAIN

Following a parishioner's suggestion for a drinking fountain at the Village Halls; discussions took place and it was agreed that this would be looked into with regards to cost, installation and viability.

Action: Clerk

69/17 TO RECEIVE REPORT OF DRAFT LEASE FOR CRICKET CLUB

No progress to report. Unable to make contact with the solicitor, despite being assured that the draft lease has been sent to the Cricket Club, which has not been received. Another message has been left, requesting that the documentation be forwarded to the Cricket Club as soon as possible.

Action: HC/Clerk

70/17 TRANSFER OF CEMETERY LAND, MARKYATE

The Parish Council solicitor is still awaiting transfer details from Inland Homes. On going.

Action: HC/ Clerk

71/17 PARISH PATHS PARTNERSHIP (P3) 2017

It was agreed that an area in Peggy's Field should be considered for surface work.

The suggestion of Kissing Gates on the footpath at Buckwood is considered an illegal obstruction, due to there being no livestock in the field. It has been suggested to use funding for 2 benches along the new path by the side of the halls, on the grass. This will be looked into.

Action: HC

72/17 ACTIONS IN THE VILLAGE

- The alley in Roman Way, under the archway, the 'blue' bricks are loose and can be dangerous.
- The paving area in Roman Way has parking at the top, and then some paving that is very uneven. Suggestions made to take up and extend the parking area.
- Plans to look into other possible areas for parking in Cowper Road and Buckwood Road.

Action: HC

73/17 TO RECEIVE CLOSED BIDS ON MPC TRAILER

The Parish Council received sealed bids and the trailer was awarded to the highest bidder.

Action: Clerk

74/17 TO RECEIVE REPORT ON PURCHASE OF AN 'A' BOARD

There is no funding available at present to justify this expense; therefore it was decided to look into putting this in next year's budget.

No Action

75/17 TO RECEIVE CLERKS REPORT

Two members of the Parish Council will attend the Action Plans and Business Plans Workshop to be held on the 22nd June.

76/17 TO RECEIVE REPORT ON NEIGHBOURHOOD ACTION GROUP

The meeting held on the 10th April with representation of 3 Councillors from Markyate Parish Council, went very well. It was hosted by Gt. Gaddesdon, with Flamstead also being represented. The three Parishes have certain issues in common, which were noted. Discussions took place regarding a possible sports activity being arranged between the villages. A good opportunity to unite the parishes.

The next meeting, hosted by Flamstead, will be held on the 6th September 2017. An official body from DBC will be invited to attend, giving their views on united sports activities; after all three parishes will have a louder voice, in unison.

Action: SP

77/17 TO RECEIVE QUOTATION FOR FESTOON LIGHTING

The Parish Council agreed to discuss this further due to the expense involved. On going.

Action: SP

78/17 CORRESPONDENCE FOR INFORMATION ONLY

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

79/17 MARKYATE MONTHLY INCLUSION

General, Planning Applications, Annual Accounts, Aley Green Cemetery Committee, Water Fountain in Cavendish Road Recreation Ground, Local Roads, MPC investments

Action: RL

80/17 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.

TO RECEIVE REPORT ON BRITISH HEART FOUNDATION BOOK BANK

Due to a cost being involved to lay a foundation base in order to accommodate the book bank, it was agreed unanimously not to go ahead with this.

No action.

There being no further the meeting closed at 9.33 pm

Next meeting: 4th July 2017

Signed: _____

Date: _____