

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 5th JUNE 2018 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. S. Pilkinton, B/Cllr. H. Chapman [DBC/MPC]
Mrs D Sells, Clerk/RFO

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

48/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr. Sherriff and Cllr. Kao due to work commitments, Cllr. Bottrill due to personal reasons and Cllr. Bugeja.

49/18 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

50/18 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 1st May, were a correct record and were signed by the Chairman. This was proposed by Cllr. R. Peterson and seconded by Cllr. S. Pilkinton.

51/18 RECEIVE AND ADOPT MINUTES FROM HALLS COMMITTEE

It was **RESOLVED** that the minutes of the Halls Committee meeting held on the 13th March 2018, be received and adopted.

52/18 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

53/18 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	4/00612/18/DRC	Details as required by Condition 2 (Materials) attached to Planning Permission 4/01490/17/FUL (Change of use from forestry workshop to 4 bedroom dwelling)	Old Beechwood, Cheverells Green	Grant
2	4/00788/18/LDP	Loft conversion with rear dormer and velux windows to the front	94 High Street	Withdrawn
3	4/00855/18/LDP	Garage conversion	20, George Street	Grant
4	4/00539/18/LBC	Single storey rear extension to replace an existing single storey rear extension built around 1975. Construct rockwool firestop wall within roof space between 1 and 2 Little Woodend Cottages	2 Woodend Cottages, Little Woodend	Withdrawn
5	4/00541/18/FHA	Single storey rear extension	2, Woodend Cottages, Little Woodend	Withdrawn
6	4/00996/18/LDP	Construction of hip to gable rear facing dormer window and insertion of four no. front facing roof lights	16, Dammersey Close	Grant
7	4/00602/18/LDP	Loft conversion to create habitable space. Addition of dormer window to rear elevation and roof light added to front elevation	Mistletoe Lodge, Caddington Common	Grant
8	4/00850/18/FHA	Part single-storey, part two-storey rear extension	25, Corner Wood	Grant

54/18 PLANNING APPLICATIONS

To consider planning applications received from Dacorum Borough Council/HCC as listed and those received between 30th May 2018 and 5th June 2018

1	4/00880/18/OPA	Change of use from B1 (Factory and Office) to four residential flats	The Factory Premises, Church End	Objection. Over development of site. No parking provision. Inappropriate development in that area – next to factory.
2	4/01073/18/DRC	Details required by Condition 3 (roof light) attached to planning permission 4/01991/17/FHA (Construction of flat roof rear dormer and small velux window to front).	17, Fullerton Close	No objections

3	4/01026/18/FHA	Proposed single storey outbuilding with habitable accommodation within rear garden. Alteration to landscaping including new retaining walls and steps	33, Cowper Road	Objection. Over development of site. No parking provision. No access.
4	4/01107/18/FHA	Construction of a detached double garage	Broomhill Leys, Windmill Road	No objections
5	4/00032/18/FUL	Change of use from utility land to driveway	100, Pickford Road	No objections
6	4/01118/18/FHA	Construction of single storey side extension	Watling House, Old Watling Street	No objections
7	4/01167/18/ROC	Variation of condition 3 (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 parking and driveway.)	The Sun Inn, 101, High Street	Objection. In the grounds of a Listed Building, natural grass should be used.
8	4/00841/18/FUL	Construction of one detached two bedroom dwelling to the rear of 8, Parkfield	R/O 8, Parkfield	Objection. Infilling and over-development of site.
9	4/01085/18/FUL	Retention of temporary ménage lighting between 4pm and 7pm Monday to Friday during school term time from 1 st October to 31 st March. Retention of exercise mirror, replacement block of 2.No stable s, retention of block of 2.No isolation stables. Change of use of land to equestrian use including the siting of cross country jumps.	Olivers, Cheverells Green	No objections.
10	4/01295/18/LDP	Replacement rear dormer	24, Pickford Road	No objections.
11	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	Objection. Green Belt area. Unsuitable road.
12	4/01391/18/TCA	Work to tree	9, Cleveland Road	No objections.
13	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 two 2 bed flats) together with associated external alterations and provision of parking	Units 1 and 2 Richmond Square, Hicks Road	OBJECTION: Many more vehicles coming to the specific area, and from surrounding villages, which will make it impossible for locals. Parking will also be lost due to the surgery's proposed extension. Public opinion is important; therefore an extension on deadline will be sought.

Action: Clerk

55/18 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts schedules for May 2018, as circulated. It was proposed by Cllr. S. Pilkinton and seconded by Cllr. R. 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 31st May 2018

MPC Current Account	£16,038.45
HSBC [Precept Account]	£85,788.09
MPC Investment [NS&I]	£20,960.26
Petty Cash	£4.32
TOTAL	£122,791.12

Due to the end of the financial year, this updated schedule was presented to include interest and extra payments not listed on the previous March schedule., this was proposed by Cllr. S. Pilkinton and seconded by Cllr. R. Peterson.

As at 31st March 2018

MPC Current Account	£2,433.51
HSBC [Precept Account]	£40,199.76
MPC Investment [NS&I]	£20,960.26
Petty Cash	£16.18
TOTAL	£63,609.71

56/17 INTERNAL AUDIT REPORT FOR YEAR ENDED 31ST MARCH 2018

To receive and accept the Internal Audit Report from Etaerio Ltd.

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

	Control	Recommendation(s)
1	Proper Bookkeeping.	None.
2	Standing Orders and Financial Regulations adopted and applied; and Payments controls.	None.
3	Risk management arrangements.	Noting that the review of the council's risk assessment and also the review of the effectiveness of internal audit have been minuted, I recommend that the annual review of the effectiveness of the council's system of internal control as a whole is formally minuted as evidence of the review being undertaken annually before the end of the financial year.
4	Budgetary controls.	None.
5	Income controls.	None.
6	Petty Cash Procedures.	None.
7	Payroll Controls.	None.
8	Assets Controls.	The council's asset register has been updated, but the internal audit identified some additional additions in the year (which are now included). Recognising that necessarily the asset register is separate from and a separate process from the council's accounting system, I recommend that efforts are continued to identify expenditure during the year that represents additions to the asset register and including them at their cost net of reclaimable VAT.
9	Bank reconciliation.	I recommend that the regular independent review and approval of the council's bank reconciliations supported by the relevant bank statements undertaken by a member of the council or at a council meeting, is evidenced by signing the reconciliations.
10	Year-end procedures.	None.
11	IT Controls.	None.
12	Responsibility as a trustee.	None.

Action: Clerk

57/17 ANNUAL AUDITED ACCOUNTS FOR 2017/18

- a) It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approved the audited accounts for the Parish for 2017/18.
- b) It was confirmed the Notice of Appointment of Date for the Exercise of Electors Rights for Accounts for the year ended 31st March 2018, will be placed on notice boards and website, from 11th June to 20th July, thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period.

Action: Clerk

58/17 ANNUAL GOVERNANCE STATEMENT/ACCOUNTING STATEMENTS OF THE ANNUAL RETURN 2017/18

- a) **SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR 2017/18**
It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approve Section 1 Governance Statement for 2017/18 for Markyate Parish Council, as circulated.
- b) **SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL RETURN FOR 2017/18**
It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approved Section 2 Accounting Statements for 2017/18 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

59/18 TO RECEIVE GDPR POLICIES AND INSTALLATION OF ENCRYPTION SYSTEM TO MEET GDPR REQUIREMENTS

All policies received and adopted to meet GDPR requirements.

- 1. Data Protection Policy, updated
- 2. Retention of Records Policy
- 3. Employment Privacy Notice

4. Clear Desk and Clear Screen Policy
5. Installation of encryption system

60/18 TO RECEIVE REPORT ON LEASE FOR CRICKET CLUB

Ongoing. Due to lack of contact from the cricket club solicitor, this is on-going, despite still being chased.

Action: HC/Clerk

61/18 TRANSFER OF CEMETERY LAND, MARKYATE

Ongoing.

Action: HC/Clerk

62/18 TO RECEIVE UPDATE ON P3 PROJECT

Funding approved and work carried out on two areas of footpath 13.

Complete

63/18 ACTIONS IN THE VILLAGE

The pathway leading up to "The Slipes" has a wall that is in disrepair and quite dangerous. This will be looked into.

Action: All

64/18 TO RECEIVE CLERKS REPORT

Nothing to report at this meeting.

65/18 CORRESPONDENCE FOR INFORMATION ONLY

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

66/18 MARKYATE MONTHLY INCLUSION

Planning Applications/Decisions, New Play Equipment in Peggy's Field, Internal Audit, Accounts and Parish Councillor Vacancies.

Action: LB/PB/Clerk

67/18 NEWSLETTER INCLUSION

One item on the Airport to be forwarded for inclusion in the Newsletter.

Action: HC

68/18 PLAY EQUIPMENT IN PEGGY'S FIELD/PARISH COUNCIL PLAY AREA

Everyone seems to be happy with the improvements to both areas but the Parish Council have slight concerns regarding the surface at Peggy's Field. DBC have been notified directly and they are dealing with this.

Action HC/Clerk

69/18 "WILLYWEATHER.EU"

A UK weather service, informing website visitors of infrequent major weather events the moment they occur (such as flood warnings and strong wind warnings), targeted to our specific location. Features are: Only appears when a warning has been issued. Can easily be dismissed by users. Links to the official warning text issued by the relevant agency. Choose which warnings are linked to it (severe flood, strong wind, fog etc.).

There is no cost, it is a community service.

It was decided that using this service through our website would not be detrimental in any way. "willyweather" will be notified.

Action: Clerk

70/18

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.

To receive staff update:

To date, no time sheets have been received from the previous employee, although requested three times. P45 and P60 sent.

Temporary Financial Officer averaging 10 hours per week, but this should slow down due to audits being almost complete. A zero hour contract will be issued.

To note extra hours as and when required, likely until the end of July, when new Financial Officer should be up to speed and completes the 3 month trial period.

To receive 2018-2019 NALC National Salary Award; this equates to 2%.

There being no further, the meeting closed at 9.05pm

Next meeting: 3rd July 2018

Signed: _____

Date: _____