

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 6<sup>th</sup> MARCH 2018 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

**Present:** Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. D. Kao, Cllr. S. Pilkinton, Cllr. L. Bottrill, Cllr. L. Bugeja  
Mrs D Sells, Clerk/RFO

**In attendance:** 1 member of the public

### 288/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr. P. Sherriff, due to work commitments and B/Cllr Chapman will arrive late as he has to attend to Borough Councillor duties.

### 289/18 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

### 290/18 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 6<sup>th</sup> February, were a correct record and were signed by the Chairman. This was proposed by Cllr. R. Peterson and seconded by Cllr. S. Pilkinton.

### 291/18 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

#### Standing Orders were suspended.

A member of the public was once again enquiring about an update on the cemetery land. The Project Manager contacted for further developments responded, stating that there was at present no response to their email. Unfortunately, our hands are tied until we hear from the other parties.

#### Standing Orders were reinstated.

### 292/18 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	4/03057/17/FHA	Part demolition of existing building, single storey rear extension, porch extension, first floor rear extension and alterations to roof.	School House Farm, Old Watling Street	Grant
2	4/03100/17/FHA	Single storey front and rear extension, velux windows. Alterations to roof and front, side and rear dormers (amended scheme)	25, Dammersey Close	Grant
3	4/02996/17/FHA	Construction of double garage with wood store, new relocated gate, fence and associated landscaping.	The Granary, Cheverells Green	Grant
4	4/02997/17/LBC	Double garage with wood store, new relocated gate, lapboard fence and landscaping	The Granary, Cheverells Green	Grant

### 293/18 PLANNING APPLICATIONS

To consider planning applications received from Dacorum Borough Council as listed and those received between 28 February 2018 and 6 March 2018

1	4/00253/18/DRC	Details of materials as required by condition 5 of planning permission 4/00995/12/FUL (reconstruction of original farmhouse, courtyard, barns and outbuildings)	Smallgrove Farm, Windmill Road	No Objections
2	4/00379/18/FHA	Proposed single storey front and rear full width extensions with pitched roof	33 Cowper Road	No objections
3	4/00536/18/FUL	Construction of 2 Bed Dwelling (Amended Scheme)	2 Cowper Road	Objection – for all the same reasons given in the original application.

**Action: Clerk**

### 294/18 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts schedules for December 2017, January 2018 and February 2018, as circulated. It was proposed by Cllr. R. Peterson and seconded by Cllr. S. Pilkinton and **agreed** unanimously to approve the schedules for payment. **RESOLVED:** that the schedules of payment be signed as circulated. The schedules of accounts listed the balances of the Parish Councils accounts as at today's date as follows:

As at 31 December 2017

MPC Current Account	£5,635.25
HSBC [Precept Account]	£65,192.15
MPC Investment [NS&I]	£20,861.95
Petty Cash	£16.42
<b>TOTAL</b>	<b>£91,705.77</b>

As at 31 January 2018

MPC Current Account	£2,607.65
HSBC [Precept Account]	£55,192.15
MPC Investment [NS&I]	£20,861.95
Petty Cash	£16.42
<b>TOTAL</b>	<b>£78,678.17</b>

As at 28 February 2018

MPC Current Account	£12,194.20
HSBC [Precept Account]	£40,192.15
MPC Investment [NS&I]	£20,861.95
Petty Cash	£16.42
<b>TOTAL</b>	<b>£73,264.72</b>

**295/18 TO RECEIVE THIRD QUARTER SPEND TO DATE AGAINST BUDGET**

Received and noted third quarter spend to 31 December 2017 is £72,219.00 against an approved budget of £102,918.00. This was proposed by Cllr. Bugeja and seconded by Cllr. Pilkinton. It was noted this was deferred from 9 January 2018 Parish Council Meeting.

**296/18 TO RECEIVE AND NOTE RISK ASSESSMENTS AND ASSET REGISTER FOR 2017/18**

a) **FINANCIAL RISK ASSESSMENT AND MANAGEMENT AND FINANCIAL RISK ASSESSMENT**

It was **RESOLVED**

With the minor amendments, to note and accept the Risk Assessments.

b) **ASSET REGISTER FOR 2017/18**

a copy of the 2017/18 Asset Register was circulated to all members at the meeting and it was

**RESOLVED**

To accept the updated register with a total of £520,256.25 assets, variations as follows:

Carried forward from 2016/17	£517,695.84
Deletions	£ 1,633.63
Additions	£ 4,194.04
<b>Total</b>	<b>£520,256.25</b>

This was proposed by Cllr. Peterson and seconded by Cllr. Kao.

**297/18 TO RECEIVE AND NOTE NS&I INVESTMENT ACCOUNT FOR PERIOD 1/01/17 – 31/12/17**

It was noted that the NS&I Investment Account for period 1 January 2017 to 31 December 2017 is £20,960.26, showing a gross interest of £98.31

**298/18 DISCUSS AND AGREE ITEMS FOR ANNUAL GATHERING OF THE PARISH - 10/04/18**

Progress on 20 mph zone, Airport consultation, Paving stone, Grit in the village when it snows - insurance check.

**Action: All**

**299/18 TO RECEIVE REPORT OF LEASE FOR CRICKET CLUB**

Ongoing.

**Action: HC/Clerk**

**300/18 TRANSFER OF CEMETERY LAND, MARKYATE**

Please refer to item 291/18.

**Action: HC/Clerk**

**301/18 TO DISCUSS AND AGREE PROJECTS THROUGH P3 FUNDING**

The possibilities discussed are:

MOT on two areas of footpath 13

Panoramic board by the bench between footpath 21 and 22

Better disabled access around the village.

This will be further discussed and agreed at 3 April 2018 meeting.

**Action: All/Clerk**

**302/18 DISCUSS AND AGREE INCLUSION IN THE COMMUNITY REGISTER FOR SUPPORT4DACORUM**

It was agreed the Parish Council name should remain on this register. Membership will be discussed at the next Budget Committee.

**Action: All**

**303/18 TO NOTE NOTIFICATION OF TRANSFER OF CLUBFINANCE LTD FOR INTERNAL AUDIT.**

It was reported that although Clubfinance Ltd had already been selected to carry out the internal audit for 2017/18, notification has since been received noting this company is now under new ownership and based in Bristol and will no longer be undertaking Parish & Town Council internal audit work.

The main point of contact had already confirmed that he intends to undertake the internal audits through a new company and it was confirmed that under the terms of transfer from Clubfinance Ltd, the main contact is permitted to further transfer the internal audit business to a new company.

This was noted and accepted by the Parish Council.

**Action: Clerk**

**304/18 TO RECEIVE CONSULTATION ON APPLICATION FOR A MODIFICATION ORDER TO AMEND THE DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY IN THE MARKYATE/FLAMSTEAD AREA.**

It was agreed by all that we should support this application. Various members of the village make use of it.

**Action: Clerk**

**305/18 DISCUSS AND AGREE ACTIONS ON COSTS INVOLVED IN PROVIDING AN ONGOING DATA PROTECTION OFFICER SERVICE TO COUNCILS BY THE DPO CENTRE**

It was felt that this was an unnecessary cost to the Council; therefore it was agreed by all to decline this service.

**No action**

**306/18 BASIC LIFE SUPPORT TRAINING IN THE VILLAGE**

One of the Councillor's has offered his services to train members of the public in basic life support. It was suggested training could be offered at the May Fayre, courses could be run throughout the year and also some training could be given at the local school for the children.

**Action: LB/Clerk**

**307/18 TOWN AND PARISH EMERGENCY PLAN**

Deferred.

**Action: PS/Clerk**

**308/18 TO RECEIVE CLERKS REPORT**

Nothing to report at this meeting.

**Action: Clerk**

**309/18 CORRESPONDENCE FOR INFORMATION ONLY**

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

**310/18 MARKYATE MONTHLY INCLUSION**

Admissions in school for September, Planning Applications and Decisions

**Action: LB**

**311/18 PLAY EQUIPMENT IN PEGGY'S FIELD**

Contracts have been sent out by DBC. Work will commence in May and the aim is for completion by the summer holidays.

**Action HC/Clerk**

**312/18 INFORMATION PACK ABOUT VILLAGE LIFE TO NEW RESIDENTS**

It was agreed that a new leaflet should be produced, working off the original one.

**Action: SP**

**313/18 REPORT REGARDING INSTALLATION OF RAIL TO CEMETERY AND PEGGY'S FIELD**

Funding is being sought if possible for this project. Currently waiting to hear back.

**Action: HC/Clerk**

### **314/18 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.

#### **Village Warden Contract**

Three quotations were sourced but only one was received for the village warden to cover 52 weeks a year for 2018/19 to include full insurance, administration and vehicle.

It was **RESOLVED** to accept the quotation from:

- a) **Village Garden Services** at a cost of £18.00 ex VAT per hour. This company has proved itself over the last number of years, giving excellent service.
- b) Declined
- c) Not received

#### **Laying of the John Collins-Wells Memorial Stone**

Three quotations were sourced but only two were received.

It was **RESOLVED** to accept the quotation from:

- a) **John Mathers** at a cost of £167.00 for materials and labour.
- The unsuccessful quotation:
- b) £285.00 for materials and labour
  - c) Not received

#### **Action: Clerk**

At 9.00 pm Borough Councillor Chapman arrived and gave an update on items 299/18, 300/18, 311/18 and 313/18.

At 9.20 pm Terry Douris arrived.

#### **Staff Update**

To date one application for the vacancy of Halls Administrator/Financial Officer has been received. A temp has been employed to work where possible to help keep records up to date. Staffing Committee will be meeting in due course.

#### **Action: Clerk**

C/Cllr. Douris gave reference to:

School admissions. The issues are that we are waiting on the Secretary of State to call in the application on the Katherine Warrington School. If this goes ahead, it will relieve pressure on the schools in Harpenden.

Hicks Road will be resurfaced this year. Coal tar was found to be used previously and the costs for removal are much higher. This has had to be postponed for the time being.

Lights on the footpath by the village halls are very costly, around £3,000 each. C/Cllr. Douris may be able to put a small amount of money towards this project but the Parish Council will have to contribute the majority of this cost.

The lay-by's on the old A5 – the road closure applied for, to carry out works, has been denied due to other road works taking place. Another permit has been applied for.

**There being no further the meeting closed at 9.45 pm**

**Next meeting: 3<sup>rd</sup> April 2018**

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

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