

Markyate Parish Council

MINUTES OF THE ANNUAL MEETING OF MARKYATE PARISH COUNCIL

HELD ON TUESDAY 2nd MAY 2017 AT 7.30PM IN THE Y2K HALL, MARKYATE, AL3 8PS

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

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

01/17 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Nominations were invited for the Office of Chairman.

Cllr. Peterson nominated Cllr. Bunyan which was seconded by Cllr. Pilkinton

It was

RESOLVED that Cllr. Bunyan be appointed to the Office of Chairman of the Parish Council for 2017/18

Councillor Bunyan read and signed the Chairman's Declaration of Acceptance of Office and agreed to abide by the Code of Conduct.

02/17 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL

The Chairman asked for nominations for the Office of Vice Chairman and nominated Cllr. R. Langley, which was seconded by Cllr. Pilkinton

It was

RESOLVED That Cllr. R. Langley be appointed Vice Chairman for the year 2017/18

Cllr. Langley read and signed the Vice Chairman's Declaration of Acceptance of Office and agreed to abide by the Code of Conduct.

03/17 APOLOGIES FOR ABSENCE

No apologies received.

04/17 DECLARATIONS OF INTEREST

Cllr. Sherriff declared an interest in Item No. 45/17.

05/17 APPOINTMENT OF COMMITTEES AND WORKING GROUPS

To appoint Parish Council Committees and Working groups

RESOLVED

that the following be established and accepted by the Parish Council:-

- | | |
|-----------------------------------|----------------------------|
| (1) Budget and Finance Committee | (2) Halls Committee |
| (3) Aley Green Cemetery Committee | (4) Cemetery Working Group |

06/17 ELECTION OF COMMITTEE MEMBERS, CHAIRMEN AND VICE CHAIRMEN

Budget and Finance Committee

It was proposed by Cllr. Bunyan and seconded by Cllr. Langley and

RESOLVED

that Cllr. Pilkinton be appointed as Chairman, Cllr. R. Langley is appointed as Vice Chairman and the following sit on this committee:

Cllrs. P. Bunyan, R. Peterson

Halls Committee

It was proposed by Cllr. Bunyan and seconded by Cllr. Pilkinton and

RESOLVED

that Cllr. R. Peterson be appointed as Chairman, Cllr. P. Bunyan is appointed as Vice Chairman and the following sit on this committee:

Cllrs. R. Langley, S. Pilkinton, and to co-opt Mrs E. King.

07/17 APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS/OUTSIDE BODY COMMITTEE

It was **RESOLVED** to appoint the following representatives:-

- **Aley Green Cemetery**, B/Cllr. H. Chapman, Cllr. Kao
- **Cemetery Advisory Committee**, B/Cllr. H. Chapman, Cllrs. P. Bunyan, S. Pilkinton, Revd. Sander/Mrs Mead, St Johns The Baptist Church, Mrs G. Ivey, Markyate Methodist Church.

08/17 TERMS OF REFERENCE FOR HALLS COMMITTEE AND WORKING GROUPS

The Terms of Reference for Standing Committees were reviewed and it was proposed by Cllr. Bunyan and seconded by Cllr. Langley and

RESOLVED that no amendments were necessary.

09/17 REPRESENTATIVES ON OUTSIDE BODIES

It was **RESOLVED** to appoint the following representatives:-

- **Watling Neighbourhood Action**, Cllr. Sherriff, Cllr. Bunyan, Cllr. Pilkinton
- Members were asked to consider nomination for the HAPTC Executive Committee but no proposals were put forward.

10/17 COUNCILLOR APPOINTMENT TO SPECIFIC AREAS OF INTEREST

It was **RESOLVED** to accept the following Parish Councillors to represent their particular area of interest as follows:-

Airport	H. Chapman	Health	P. Bunyan/ S. Pilkinton
Elderly Welfare	S. Pilkinton	Emergency/Disaster	R. Langley
Environment	No proposals	Markyate Monthly	R. Langley
Newsletter	R. Peterson	Planning	All Councillors
Police	G. Baldwin/R. Langley	Transport	No proposals
Schools	P. Bunyan/S. Pilkinton		

11/17 MINUTES OF PARISH COUNCIL MEETING

It was **RESOLVED** that the draft minutes of the Parish Council Meeting held on the 4th April 2017, as circulated, be received as a true record and were signed by the Chairman. This was proposed by Cllr. Sherriff and seconded by Cllr. Pilkinton.

12/17 DRAFT MINUTES OF ANNUAL GATHERING 11th APRIL 2017

It was **RESOLVED** that the draft minutes of the Annual Gathering of Markyate held on 11th April 2017, as circulated, be received as a true record.

13/17 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

14/17 CALENDAR FOR COUNCIL AND COMMITTEE MEETINGS 2017/18

A draft schedule for meeting dates was circulated prior to the meeting.

It was **RESOLVED** to accept the schedule of future meetings of the Council and its Standing Committees for 2017/18 as circulated, **with one deletion** : Halls Committee meeting 16th January.

Action: Clerk

15/17 CHAIRMAN'S REPORT 2016/17

It was **RESOLVED** that the Chairman's Report as circulated, be published.

Action: Clerk

16/17 PLANNING DECISIONS

1	4/00169/17/FUL	Proposed change of use from flexible use (A1/A2/A3/A4 and B1) to a gym and sports injury clinic/hub (D2)	Richmond House, Hicks Road	Grant
2	4/00180/17/FUL	Demolition of existing outbuilding and replace with new dwelling	19-21 High Street	Withdrawn
3	4/00537/17/HPA	Single storey rear extension measuring 4m deep with a maximum height of 3.35m and a maximum eaves height of 2.70m	1 Ferrer Top	Prior approval not required
4	4/00384/17/FHA	Two storey side extension	78A Buckwood Road	Grant

17/17 PLANNING APPLICATIONS FOR CONSIDERATION

1	4/00735/17/DRC	Details as required by Conditions 2 (Barn Timbers), 4 and 5 (written scheme of investigation) of Listed Building Consent 4/01307/16/LBC (change of use from D1 non-residential institutions to C3 residential dwelling, single storey rear extension)	The Granary, Cheverells Green	No comment For information only
2	4/00802/17/FUL	Conversion of the Class B1 Business Buildings to Class C3 (Residential) dwelling and associated works (Amended scheme).	Willow Tree Farm, Pipers Lane	No Objections

18/17 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached.

It was proposed by Cllr. R. Langley and seconded by Cllr. R. Peterson 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 Council's accounts as at today's date as follows:

MPC Current Account	£3,922.20
HSBC [Precept Account]	£99,561.16
MPC Investment [NS&I]	£20,861.95
Petty Cash	£37.74
TOTAL	£124,383.05

Variation to the March schedule which was presented of £96 resulting from 2014/15 transaction being adjusted for this financial year end 2016/17

19/17 PARISH FUNDING FROM DBC, 2017/18

DBC have confirmed the summary of the payments Markyate Parish Council will receive for the financial year 2017/18 is as follows:-

Precept Demand:	£49521.99
Council Tax Support Grant	£ 2213.12
Concurrent Services:	£ 8570.90
Warden:	£ 9912.10

Total for 2017/18 £70218.11

No action.

20/17 DRAFT ACCOUNTS FOR 2016/17

It was proposed by Cllr. S. Pilkinton and seconded by Cllr. R. Peterson and **RESOLVED** that the Council approve the draft accounts for the Parish for 2016/17.

21/17 CHANGES TO HSBC BANK MANDATE AND NS&I BANK SIGNATORIES

HSBC Current Account, HSBC Savings Accounts and HSBC Precept Account.

It was **RESOLVED** that the following would be Parish Council bank signatories for the above:-

CATEGORY 'A' – TWO SIGNATURES REQUIRED

P. Bunyan, R. Peterson, S. Pilkinton, R. Langley, D. Kao

CATEGORY 'B' – ONE SIGNATURE REQUIRED

J. Bissmire, Clerk/RFO, D. Sells, Clerk/RFO, C. Booth, Financial Officer/Halls Administrator

Mandates signed by Cllr. Kao, Cllr. Langley and Dee Sells, Clerk/RFO

NS&I Investment Account

It was **RESOLVED** that the following continue be the bank signatories for the NS&I Savings Account.

Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. S. Pilkinton, J. Bissmire, C. Booth.

Action: Clerk/FO

22/17 AGREE NEIGHBOURHOOD CIL RECEIPTS FOR FINANCIAL YEAR 16/17

Suggestions put forward:

Dealing with the flooding outside the village hall.

New planters for the village.

Action: HC

23/17 PUBLICATION SCHEME

The Publication Scheme was reviewed and it was **RESOLVED** to make no amendments. The cost for photocopying remains as last year – 10p per sheet.

24/17 REVIEW OF STANDING ORDERS

Standing Orders and Financial Regulations were reviewed with no amendments.

25/17 REVIEW OF FINANCIAL REGULATIONS

Financial Regulations were reviewed with no amendments.

26/17 REVIEW OF PARISH COUNCIL INSURANCE

It was noted the Parish Council insurance was renewed on 1st October 2016 with Aviva via Came & Company for 12 months.

It was confirmed the legal requirement of the Certificate of Employers' Liability insurance to 30 September 2017 has been displayed in the Village Hall and Y2K Hall.

Action: Clerk

27/17 WHO WE ARE AND WHAT WE DO

This was amended.

28/17 RECRUITMENT POLICY

The Recruitment Policy was reviewed and it was **RESOLVED** to make no amendments.

29/17 CCTV POLICY

The CCTV Policy was reviewed and it was **RESOLVED** to make no amendments.

30/17 EQUALITY AND DIVERSITY POLICY

The Equality and Diversity Policy was reviewed and it was **RESOLVED** to make no amendments.

31/17 DATA PROTECTION POLICY

The Data Protection Policy was reviewed and it was **RESOLVED** to make no amendments.

32/17 INFORMATION SECURITY POLICY

The Information Security Policy was reviewed and it was **RESOLVED** to make no amendments.

33/17 RACE EQUALITY POLICY STATEMENT

The Race Equality Policy was reviewed and it was **RESOLVED** to make no amendments.

34/17 CODE OF PRACTICE IN HANDLING COMPLAINTS FOR MEMBERS OF PUBLIC

The Code of Practice In Handling Complaints for Members of Public was reviewed and it was **RESOLVED** to make no amendments.

35/17 RECORDS MANAGEMENT POLICY

The Records Management Policy was reviewed and it was **RESOLVED** to make no amendments.

36/17 POLICY AND PROCEDURE FOR INFORMATION REQUESTS

The Policy and Procedure for Information Requests was reviewed and it was **RESOLVED** to make no amendments.

37/17 HEALTH AND SAFETY AT WORK

The Health and Safety at Work Policy was reviewed and it was **RESOLVED** to make no amendments.

38/17 PRESS/MEDIA

It was **RESOLVED** that the Clerk and/or Chairman of the Parish Council and in their absence the vice-chairman of the Parish Council, will deal with requests from the press/media and parish councillors should forward all requests to the Clerk/Chairman.

39/17 LUTON LOCAL PLAN

Deferred until next meeting.

Action: SP

40/17 DBC CONSULTATION ON DRAFT SCOPING REPORT

Deferred until next meeting.

Action: SP

41/17 CRICKET CLUB DRAFT LEASE

It was reported that apart for one small point for clarification, the lease has been agreed. Paperwork is ready for signature, awaiting from Solicitor.

Action: HC

42/17 TRANSFER OF NEW CEMETERY LAND

Our Solicitor asked for documented evidence on some stipulations, but it was thought that there will be no real issues. If this is the case, it will be a straightforward transfer.

Additional costs were noted, due to ongoing issues.

Action: HC

43/17 PARISH PATHS PARTNERHSHIP [P3]

The Parish Council had previously requested the repair of the kissing gate in Buckwood Road [minute 304/17] and were asked to consider other work to fully utilise the P3 grant.

Suggestions put forward as follows if within the P3 remit.

- A notice board to be erected on the field next to Peggy's (near the bench), detailing what you can see of the views around you.
- Or possibly a map?

Tesco Bags of Help

- It was agreed to apply for this funding for the disability access in the village.
- This funding is by use of customer selection of Green Discs and the Parish Council requested the Hemel Hempstead Tesco Store would be most appropriate.

Action: Clerk

44/17 REPORT ON MPC TRAILER

No bids have been received as yet. Closing date is 31st May. It was noted that the Parish Clerk is possibly interested in this item; if so, a closing bid will be put forward.

Action: MPC

45/17 SYCAMORE TREES IN PEGGY'S FIELD

The Sycamore trees in question have been removed and the parishioner will be notified.

No action

46/17 MARKYATE MONTHLY/TWITTER

Elections at MPC AGM
Election of MPC Officers
Committee Members
Budget and Finance Committee
Halls Committee
Aley Green Cemetery Committee
Individual Councillors Areas of Responsibility
Finance
Reviewing and Adoption by Councillors
Policy Reviews
Planning Applications
Gym Equipment - Peggy's Field
Footpaths
Community Infrastructure Levy (CIL)
British Heart Foundation Book Bank
Redundant Village Warden's Trailer

Action: RP

47/17 CLERKS REPORT

No report.

48/17 CORRESPONDENCE FOR INFORMATION ONLY

The Clerk circulated the list of general correspondence which was duly noted.

49/17 BRITISH HEART FOUNDATION BOOK BANK

Before the book bank can be delivered, a base will need to be installed; this will be either slabs or a concrete base. Enquiries will be made into the cost of materials and labour.

Action: Clerk

There being no other business the meeting closed at 8.45 pm

Next meeting: 6 June 2017

Signed: _____ Date: _____