

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 3 OCTOBER 2017 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr. P. Bunyan, B/Cllr. H. Chapman, Cllr. L. Bugeja, Cllr. S. Pilkinton, Cllr. D. Kao, Cllr. L. Bottrill,
Mrs D Sells, Clerk/RFO

In attendance: 1 member of the public

160/17 APOLOGIES FOR ABSENCE

Apologies received from Cllr. R Peterson due to personal commitments and Cllr. P. Sherriff due to work commitments.

161/17 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

162/17 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of Markyate Parish Council held on 5 September 2017, were a correct record and were signed by the Chairman. This was proposed by Cllr. S. Pilkinton and seconded by Cllr. D. Kao.

163/17 CO-OPTION LAURET BOTTRILL

Following the appropriate Notice of Vacancy notices and procedures followed, the chairman Cllr Bunyan welcomed and declared Lauret Bottrill duly elected as a co-opted member onto the Parish Council to serve the remaining term. The Declaration of Acceptance of office was signed at the meeting.

164/17 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

Standing Orders were suspended.

A member of the public attended once again, regarding the continuing saga of the cemetery land. Item number 172/17 was therefore brought forward and discussed at this point instead. Once again, before the land is handed over it needs to be in good working order. The only progress made to date is a second tap being fitted. The developer will be chased once again, to try and establish exactly what is going on.

Action: HC/Clerk

Standing Orders were re-instated.

165/17/ PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	4/01811/17/FHA	Additional first floor rear window (Amended Plans)	13 Dammersey Close	Grant
2	4/01527/17/LDE	Raised front garden to create off road parking	14 The Coppins	Refuse
3	4/03533/15/FHA	Single storey side and rear extension, porch and retention of outbuilding	2 Cornerwood	Grant
4	4/01883/17/ROC	Variation of condition 2 (approved plans) attached to planning permission 4/02829/16/FHA (Construction of new detached timber clad barn)	Lower Farm End Luton Road	Grant
5	4/01884/17/DRC	Details of means of enclosure and car parking layout as required by conditions 4 and 5 of planning permission 4/00513/15/FUL (conversion of building from B1 C to a residential dwelling (C3) with replacement window with a new door (Northwest elevation)	Lower Farm End Luton Road	Grant
6	4/01195/17/FUL	Change of use from motor trade (Sui Generis) to community café (A3)	131 High Street	Grant
7	4/01961/17/FHA	Demolition of existing outbuilding and replacement single storey rear extension	44 Buckwood Road	Grant
8	4/01490/17/FUL	Change of use from forestry workshop to 4 bedroom dwelling	Old Beechwood, Cheverells Green	Grant

166/17 PLANNING APPLICATIONS

To consider planning applications listed below and those received between 27th September 2017 and 3rd October 2017

1	4/02087/17/TCA	Works to trees RAISE NO OBJECTION	8B Pickford Road	-
2	4/02140/17/FHA	Single storey rear extension	5, Sebright Road	No Objections
3	4/02156/17/HPA	Single storey rear extension measuring 6.0m deep with a maximum height of 3.99m and a maximum eaves height of 2.25m	Pinegarth, Caddington Common	No Objections

4	4/02272/17/HPA	Single-storey rear extension measuring 6m deep with a maximum height of 4m and a maximum eaves height of 2.8m	6, Cavendish Road,	No Objections
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Action: Clerk

167/17 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached. It was proposed by Cllr D. Kao and seconded by Cllr S. Pilkinton 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	£1,542.75
HSBC [Precept Account]	£80,185.96
MPC Investment [NS&I]	£20,861.95
Petty Cash	£61.52
TOTAL	£102,652.18

168/17 RECEIVE AND NOTE SECOND QUARTER SPEND

Received and noted second quarter spend to 30 September 2017 is £52,157 against an approved budget of £102,918.

This was proposed by Cllr. P. Bunyan and seconded by Cllr. S. Pilkinton.

The approved budget income figure of £102,918 includes an estimated projected hall hire income of £29,970. It should be noted this is not a guaranteed income.

169/17 APPROVE AND ACCEPT NOTICE OF CONCLUSION OF AUDIT FROM EXTERNAL AUDITOR FOR YEAR ENDED 31 MARCH 2017

It was noted the External Auditor's report from BDO LLP dated 11th September 2017 had been received and the Notice of Conclusion of Audit has been displayed from 25th September 2017 publicly for 14 days, the legal requirement being fulfilled on 16th October 2017.

The External Auditor found the Annual Return compliant with proper practices and there were no matters giving any cause for concern.

RESOLVED: To note that the Annual Return was passed without comment and praise given to the office staff for their diligence. This was approved and accepted by the Parish Council.

Action: Clerk

170/17 REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT PROCEDURES

The Parish Council received a report setting out the various checks that have been put in place during 2016/17 to ensure adequate levels of financial control.

It was **RESOLVED** that the Parish Council confirms that as far as it is in its power to do so:-

- The Internal Auditor seems to be independent, ensuring any testing is unbiased and objective.
- The Internal Auditor seems to be competent, making recommendations to improve the controls. Ensuring sufficient knowledge and understanding to add value.
- The Internal Auditor seems to have a satisfactory relationship with the Clerk and Councillors
- The Audit Planning is satisfactory; this can only be effective if those ultimately responsible, i.e. the members of the body, receive the relevant feedback and receive timely reports so they can sign the annual return to say whether the internal controls are effective.
- The scope is satisfactory; this ensures it covers all of the internal controls identified by the body which mitigate the risks identified.
- The reporting is satisfactory

No action

171/17 TO RECEIVE REPORT OF DRAFT LEASE FOR CRICKET CLUB

It was reported the Cricket Club lease was signed on the 29th September by Cllr. P. Bunyan, Cllr. R. Peterson

Action: HC/Clerk

172/17 TRANSFER OF CEMETERY LAND, MARKYATE

Please refer to 164/17

Action: HC/Clerk

173/17 TO DISCUSS AND CONSIDER AIRPORT VIEWS

It was reported that a new route is coming closer to Markyate. The CAA has stated that this was an error; however it is still not acceptable because the centre line appears to come closer to Markyate. A meeting has been arranged with C/Cllr. Terry Douris, B/Cllr. H. Chapman and the LLA to discuss these outstanding issues. This is also a public health issue – noise pollution needs to be considered. Parishioners need to put their thoughts forward to the CAA, stating their concerns and objections. B/Cllr. Chapman stressed how important this is – put your thoughts on paper and let yourself be heard. Dacorum Borough Council has now agreed to support these objections. The Parish Council will make enquiries regarding the centre line.

Action: HC/Clerk

174/17 TO PROPOSE MEMBERS TO SIT ON THE BUDGET AND FINANCE COMMITTEE

The Councillors present were asked to consider sitting on this committee and Cllr. L. Bugeja kindly volunteered. There are now four members.

175/17 TO DISCUSS AND AGREE ITEMS FOR NEWSLETTER

Deferred to 7th November 2017 meeting.

176/17 PARISH PATHS PARTNERSHIP (P3) 2017

The two new benches have now been installed along the new path by the side of the Village Halls.

Complete

177/17 TO RECEIVE CLERKS REPORT

A Basic Life Support Course is being held at the Luton & Dunstable Hospital and the Clerk reported she will attend.

178/17 TO RECEIVE REPORT ON THE MEMORIAL PAVING STONE FOR JOHN COLLINGS-WELL VC

Plans are well underway for this event. The order has been sent for the memorial paving stone. Awaiting for invitees to respond regarding their attendance.

Action: SP

179/17 CORRESPONDENCE FOR INFORMATION ONLY

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

180/17 MARKYATE MONTHLY INCLUSION

Signing of Cricket Club Lease, Airport Noise Complaints, New Councillor, John Collins-Wells Memorial, Audit for Financial Year End 2016/17, Planters.

Action: LB

181/17 CONSIDER PROJECTS FROM LOCALITY BUDGET

It was suggested that we could make a one-off purchase for more Christmas lights from this budget, say £1,000. Other projects to be considered.

Action: SP

182/17 RE-FORMATION OF THE STAFFING COMMITTEE

All Councillors were asked to consider being part of this committee. To be discussed at the next meeting.

Action: SP

183/17 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.

1. Planters in Markyate

Three quotations were sourced and it was **RESOLVED** to accept the pricing from:

a) Bunnings at a cost of £50.00 each (x5 = £250.00).

The unsuccessful prices sourced were:

b) £85.00 each

c) £80.00 each

The new planters will be laid on slabs in order to give them a much longer life-span. They come pre-treated. Soil will have to be purchased and possibly some new plants; but the existing plants, where possible, will be removed from the old planters and re-used, thereby reducing the cost.

2. Christmas Lights

Three quotations were requested and it was **RESOLVED** to accept quotation from:

a) SparkX Ltd at a cost of £938.00 for installation of festoon harness at high level through the High Street and pull testing of 4 eyebolts.

The unsuccessful quotations were:

b) £1,860.00

c) £2,430.00

3. Paperless Planning

Deferred until next meeting.

4. **Parish Council Insurance**

Three quotations were obtained and it was **RESOLVED** to accept quotation from:

a) Ecclesiastical at a cost of £2,535.06 inclusive of insurance premium tax (at the prevailing rate).

The unsuccessful quotations were:

b) £2,661.81

c) £2,794.90

There being no further the meeting closed at 9.40 pm

Next meeting: 7th November 2017

Signed: _____

Date: _____