

MARKYATE PARISH COUNCIL

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD VIRTUALLY ON TUESDAY 7th JULY 2020 AT 7.30PM.

Present: Cllr. P. Bunyan, Cllr. R. Peterson, B/Cllr. H. Chapman, Cllr. S. Pilkinton,
Cllr C. Ononye,
Mrs D. Sells, Clerk/RFO, Jennifer Bissmire, Clerk/RFO

In attendance: C/Cllr. Jane Timmis, 4 Members of the Public

41/20 APOLOGIES FOR ABSENCE

Cllr. J. Taunton, Cllr. P. Styles, Cllr. D. Kao, due to business reasons and C/Cllr. Terry Douris.

42/20 DECLARATIONS OF INTEREST

Cllr. Pilkinton declared an interest in planning applications 20/01245/FUL and 20/01246/LBC, due to living opposite the property and knowing the residents.

43/20 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Markyate Parish Council Meeting held on the 2nd June 2020, as circulated, be received as a true record and were signed by the Chairman. This was proposed by Cllr. Ononye and seconded by Cllr. Pilkinton.

44/20 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

Cllr. Timmis, and another member of the public, were in attendance to voice their concerns regarding planning application 20/01538/OUT – outline permission for 6 dwellings, Land North of Pickford Road. This is a rural greenfield site, accommodating a much-used rural footpath on one side and surrounded on 2 sides by designated Area of Outstanding Natural Beauty. The proposed two-way access road would have significant impact on Cheverells Green which is open common land and a semi-wild part of the landscape that stretches between the hedgerow and the road. This application has been put forward as a standalone development, the developers have made it clear in all their advertising material that this comes with the offer of a piece of landlocked land adjoining the sports field in exchange for granting the planning permission. The land offer is nowhere near the location of Pickford Road, does not offer any direct compensation for building in a Greenfield and wildlife site and in previous similar applications the offer was withdrawn when planning was not granted. Half of the relevant documentation was not available to view on the website, making it very difficult to consult. The information is not complete, and no notice was put up outside the site.

Three other members of the public were then invited to speak with regards to planning application 20/00396/OUT - Extension to block a/b to form additional offices above existing ground floor office, Ver House, 55 London Road. Concerns and objections included: Plans are completely out of keeping; the access road is very dangerous because it is too narrow; cars are unable to pass each other, often having to reverse out of the road; privacy is massively compromised and surrounding properties will be overlooked due to the proposed 3 storeys. Overdevelopment, noise levels and increase in traffic were also discussed.

45/20 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	20/00875/CWC	Confirmation of conditions – 4/01797/12VOT, 4/01030/12/DRC and 4/02083/07/MFA – see DMS	Land Southeast of Manor Farm, Dunstable Road	Conditions complied with
2	20/00871/DRC	Details as Required by Condition 4 (Hard and Soft Landscaping) Attached to Planning Permission 4/02803/16/FUL (Change of use of land to equestrian use and provision of American style stables for private personal use.)	Land at Cotton Spring, Friendless Lane	Granted
3	20/01230/AGD	Maintenance equipment store open fronted barn (Amended scheme)	1, Woodend Cottages, Little Woodend	Prior approval not required
4	4/01609/16/DRC	Details required by condition 6 (written scheme of investigation) 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	The Sun Inn 101 High Street	Disposed Of
5	20/00995/LDP	Alterations to ground floor rear elevation window and insertion of new doors. New obscure glazed window to first floor side elevation.	14 Pickford Road	Granted
6	20/01098/TPO	Works to Lime tree	Cheverells House, Cheverells Green	Granted

7	20/01010/FHA 20	Single storey side extension	20, Cheverells Close	Granted
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46/20 TO CONSIDER PLANNING APPLICATIONS BELOW

1	20/01245/FUL	Proposed re-roofing works	The Grange 8 High Street	No Objections
2	20/01246/LBC	Proposed re-roofing works	The Grange 8 High Street	No Objections
3	20/01349/FHA	Proposed demolition of existing brick shed and construction of a new timber shed	117 High Street	No Objections
4	20/01350/LBC	Proposed demolition of existing brick shed and construction of a new timber shed	117 High Street	No Objections
5	20/01346/LBC	Restoration and relocation of milestone	Highway Verge To Southwest Side Of Watling Street	No Objections
6	20/01453/FHA	Ground floor side and rear extension and single storey front Porch	13 Cavendish Road	No Objections
7	20/01412/DRC	Details as required by condition 3 (Sound Test Report). Attached to planning permission 20/00415/FUL (Relocation of existing rear condenser unit to road side and partly raise side boundary wall by 225mm).	55, High Street	No Objections
8	20/01504/CON	New 9m wooden pole installed for Broadband communications.	Hicks Road, Markyate	No objections, however, the Council do object if this pole is for 5G.
9	20/01441/LBC	Replacement of cast iron down pipe guttering with PVC guttering.	Starlings, 13 Albert Street, Markyate	No Objections
10	20/01140/FUL	Construction of single storey rear extension & outbuilding in rear garden for storage. Conversion of first floor into 1-bedroom residential flat.	121 High Street	Objection due to concerns of overdevelopment and possible parking issues. Also, has the issue of pipework been taken into account due to noise issues that have been experienced in the past with another commercial property?
11	20/01561/FHA	Single storey rear extension.	28 George Street	No Objections.
12	20/01538/OUT	Outline planning (all matters reserved) for 6 dwellings with new access point from Pickford Road	Land North of Pickford Road, Markyate	See above in Public Comments - 44/20
13	20/01562/FUL	Demolition of existing barn, construction of single storey, 2-bedroom house and two ancillary buildings on land adjacent to Cotton Spring	Cotton Spring Friendless Lane	Flamstead Parish
14	20/01553/LBC 2	Proposed Extension and Alterations	2, Woodend Cottages Little Woodend	Flamstead Parish
15	20/01552/FHA	Proposed Extension and Alterations	2, Woodend Cottages Little Woodend	Flamstead Parish
16	20/01141/LBC	Construction of single storey rear extension & Outbuilding in rear garden for storage. Conversion of first floor into 1-bedroom residential flat.	121 High Street	See comments above for 20/01140/FUL
17	*20/01741/FHA *20/01408/LBC	Removal of existing porch and construction of single storey side extension	Little Cheverells Cheverells Green	Application re-sent to Councillors after meeting, but no comments received.
18	*20/00396/OUT	Extension to block a/b to form additional offices above existing ground floor office.	Ver House 55 London Road	See above in Public Comments - 44/20

*Taken to July PCM

47/20 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts Schedule for 30th June 2020,

as circulated. It was proposed by Cllr. Ononye and seconded by Cllr. Peterson and **agreed** unanimously to approve the schedule for payment outside of meeting. **RESOLVED:** that the schedule of payment be signed as circulated, noting that cheques have been signed as and when required by approved signatories, during the coronavirus pandemic lockdown.

The schedule of accounts listed the balances of the Parish Council's accounts as follows:

As at 30th June 2020

MPC Current Account	£11,560.14
HSBC [Precept Account]	£117,989.50
MPC Investment [NS&I]	£21,281.17
Petty Cash	£44.19
TOTAL	£150,875.00

48/20 BANK RECONCILIATION

This was to be received and signed by the Chairman. It was proposed by Cllr. Ononye and seconded by Cllr. Peterson

Action: Clerk/RFO

49/20 INTERNAL AUDIT REPORT FOR FINANCIAL YEAR ENDED 31ST MARCH 2020

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

The Parish Council **RESOLVED** to accept the internal report and noted the recommendations which were being actioned.

Action: Clerk/FO/HA

50/20 ANNUAL AUDITED ACCOUNTS FOR 2019/20

- It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approved the audited accounts for the Parish for 2019/20.
- It was confirmed the Notice of Appointment of Date for the Exercise of Electors Rights for Accounts for the year ended 31st March 2020, commenced on the 20th July to 28th August, the Notice being placed on 10 July 2020, thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period.

Action: Clerk/RFO

51/20 FINANCIAL MANAGEMENT ASSET REGISTER FOR 2019/20

A copy of the 2019/20 Asset Register was circulated to all members at the meeting, and it was **RESOLVED** to accept the updated register with a total of £584,510.94. Proposed by Cllr. Ononye and seconded by Cllr. Pilkinton.

Carried forward from 2018/19:	£584,973.57
Deletions:	£6,659.93
Additions:	£6,197.30
TOTAL:	£584,510.94

Action: Clerk/RFO

52/20 ANNUAL REVIEW OF THE EFFECTIVENESS OF ITS SYSTEM OF INTERNAL CONTROL 2019/2020

Regulation 4 of the Accounts and Audit Regulations imposes a duty on local councils to ensure "that the financial arrangements of the body is adequate and effective and that the body has a sound system of Internal control". Local councils are required, at least once a year, to conduct a review of the effectiveness of its system of internal control. An effective system of control has three elements

Identification of the Potential Risk (Risk Management) 2. Controls of Procedures in place to mitigate the risks identified (Control Systems) 3. System for testing the adequacy of internal controls (Internal Audit).

1. Risk Management

The Parish Council updates the Financial Risk Assessment annually.

The Parish Council carries out a yearly inspection of the Parish Councils assets. The information obtained in the inspection enables the Parish Council to plan for any maintenance work required and to update the Asset Register.

2. Control Systems

The Parish Council reviews its Bank Mandate yearly (if not needed sooner) and all amendments are authorised by the Parish Council.

Some internal controls are listed in the Financial Regulations document (this is approved/updated yearly), however, the Parish Councils system of controls go beyond the Financial Regulations document and are listed below.

Cash Book/Bank Reconciliations

- The cash book is kept electronically, maintained up to date from original documents.
- The cash book is reconciled to the bank statement monthly.

- A summary sheet with budget against actual expenditure and income is presented at each Parish Council meeting.
- All payments are reported at each Parish Council meeting before they are made. Unless the RFO/FO has dispensation to make the payment outside the meeting, in which case it will be reported at the first meeting after the payment was made.

Payment Controls

- Payments are listed in cheque number order in the cash books and in account files.
- All invoices for payment are listed and presented at the council meeting the expenditure is to be authorised for payment.
- All original invoices are available to the parish councillors signing the cheques.

VAT Repayment Claims

- The RFO/FO ensures that all invoices are addressed to the Parish Council
- The RFO/FO maintains a VAT account to show that the correct amount of VAT is reclaimed.

Income Controls

- The RFO/FO ensures that the amount of the precept received is correct in accordance with the precept requested from Dacorum Borough Council.
- The RFO/FO ensures that the precept instalments are received when due.

Payroll Controls

- The Clerks/FO are paid under PAYE as employees.
- The Clerks/FO salary is set as per their contracts and noted annually at the Budget & Finance Meeting.

Office and Clerks expenses

- Expenses are paid by cheque/petty cash and the expense summary treated as an invoice for accounting purposes.

Asset Control

- The Clerk/FO maintains a full asset register.

3. Internal Audit: (of which there are 5 areas to consider)

Scope: The Internal Audit covers the internal control processes identified by the Parish Council as well as matters directly related to the Annual Return.

Independence: The Internal Auditor has direct access to the Clerk/FO and reports in own name to the Parish Council. The auditor has no other role within the Parish Council and the reporting is unbiased and objective.

Competence: The internal audit is carried out by an accredited accountancy company who is familiar with governance processes and accounting regulations for Parish Council. There is no evidence that internal work has not been carried ethically, with integrity and objectivity.

Relationships: The Clerk/FO is consulted on the internal audit arrangements.

Audit Planning and Reporting:

The Internal Auditor has access to the Parish Council's documentation of its internal control processes, financial risk assessment, health and safety risk assessments, insurance schedule, asset register, Standing Orders, Financial Regulations, Accounts and policies under the Publication Scheme as well as to previous Annual Returns and relevant information. These inform the internal auditor.

The internal audit is an opportunity for discussion about new developments in the audit service, risk management and corporate governance.

The internal audit is relevant for the completion of the Statement of Assurance at Section 1 of the Annual Return as well as being essential to the completion of the Annual Internal Audit Report.

The Report is reviewed and noted at the next Parish Council meeting and any necessary actions resolved.

The Clerk/Responsible Financial Officers have no recommendations to make to the Parish Council in light of the review. The Parish Council approved and noted this report.

53/20 ANNUAL GOVERNANCE STATEMENT/ACCOUNTING STATEMENTS OF THE ANNUAL RETURN 2018/19

a) SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR 2019/20

It was proposed by Cllr. Ononye and seconded by Cllr. Peterson and **RESOLVED** that the Council approve Section 1 Governance Statement for 2019/20 for Markyate Parish Council, as circulated.

b) SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL RETURN FOR 2019/20

It was proposed by Cllr. Ononye and seconded by Cllr. Peterson and **RESOLVED** that the Council approved Section 2 Accounting Statements for 2019/20 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

54/20 MARKYATE FOOTBALL AND CRICKET CLUB

Due to Covid-19, the Cricket Club has been closed for 3½ months and the complete loss of income has proved to be very challenging. It was agreed by all present, as a gesture of goodwill and support that the Parish Council will offer to deduct three months' rent in the next financial year.

Regarding the lease, the Parish Council noted they gave authority for the solicitor to initial the amendment for the lease to end from 16 March 2028 and to sign the updated lease plan on their behalf.

Action: Clerk/RFO

55/20 CLERKS REPORT

Nothing to report at this meeting.

56/20 INSTALLATION OF FENCE BY PLAY AREA IN CAVENDISH ROAD

Dacorum is looking into this at present.

Action: Clerk

57/20 TO DISCUSS AND FORMULATE ITEMS FOR INCLUSION IN MARKYATE MONTHLY

To be agreed.

58/20 TO RECEIVE GUIDANCE FOR SAFE OPENING OF HALLS

Guidance for the safe opening of halls was received and noted.

59/20 TO AGREE DATE FOR OPENING OF VILLAGE AND Y2K HALL

Although Government Guidance indicates that public halls can now be open, it was agreed that we should wait until September to open the Village and Y2K Halls. It will take time to prepare the halls so that all the recommended standards are met. The main office will be relocated inside the Y2K in order to give more space so that staff can be safely and socially distanced.

Action: MPC/Clerk

60/20 TO DISCUSS AND AGREE WEEKLY UPDATE WITH INFORMATION, NEWS, HELP AND ADVICE DURING COVID-19 PERIOD

No requests have been received, however, it was agreed to wait a further month to see if there is any interest.

Action: Clerk

61/20 OPENING AND CLOSING TIMES FOR AUTOMATIC GATES LEADING TO VILLAGE HALLS

It was agreed the Automatic Gates should remain closed until September 2020 for both safety and security reasons.

Action: Clerk

62/20 CORRESPONDENCE FOR INFORMATION ONLY

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

63/20 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 quotations and select one for new notice boards for Caddington Common, London Road and Fire Station. It was agreed two boards will be purchased, funding to be sought for one and the other from MPC Reserves. It was felt the notice board by the Fire Station is essential due to its location and enables parishioners easy access to news and updates.

To receive 3 quotations for new Notice Boards:

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

- a) Cowboy Carpentry as this was the most competitive traditional wooden board.
- | | |
|-------------------|---------------------|
| Board | £ 815.00 |
| Legs | £ 125.00 |
| Lettering | £ 75.00 |
| Total | £ 1015 |
| Discount for logo | £ 60.00 |
| Total: | £ 955.00 each board |

The Defender Wood Effect Aluminium board was rejected as it was considered not in keeping with the surroundings.

- Unsuccessful quotes:**
- b)** £1,335.80 – Light Oak External
 - c)** £449.95 - £559.95 – Defender Wood Effect Aluminium External

There being no other business the meeting closed at 9.30 pm

Next meeting: 4th August 2020

Signed: _____ Date: _____