

MARKYATE PARISH COUNCIL

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD VIRTUALLY ON TUESDAY 2ND JUNE 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 Bismire, Clerk/RFO

In attendance: County Councillor Terry Douris.

01/20 APOLOGIES FOR ABSENCE

Cllr. J. Taunton, Cllr. P. Styles and Cllr. D. Kao, due to business reasons.

02/20 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

03/20 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Markyate Parish Council Meeting held on the 3rd March 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. Peterson.

04/20 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public comments and questions at this meeting.

05/20 TO RECEIVE AND NOTE EXISTING COUNCIL IS ROLLING THROUGH TO NEXT MAY AND THAT THERE HAS BEEN NO 2020 GATHERING OR 2020 ANNUAL MEETNG, DUE TO CORONAVIRUS PANDEMIC LOCKDOWN

Received and noted by all present.

06/20 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	20/00372/FHA	Proposed side extension to existing garage with room in roof void.	1, Park View Drive	Granted
2	20/00371/LDP	Single storey rear extension with roof windows over	5, Farrer Top	Granted
3	20/00242/FHA	Single storey side infill extensions to domestic bungalow (home).	Newlands, Windmill Road	Granted
4	20/00908/AGD	Maintenance equipment store open fronted barn 183m2 floor area timber frame with tiled roof.	1, Woodend Cottages, Little Woodend	Refused
5	20/00415/FUL	Relocation of existing rear condenser unit to road side and partly raise side boundary wall by 225mm.	55, High Street	Granted
6	20/00259/FHA	Proposed extension and alterations.	2, Woodend Cottages, Little Woodend	Refused
7	20/00260/LBC	Proposed extension and alterations.	2, Woodend Cottages, Little Woodend	Refused
8	20/00378/FHA	Construction of basement.	Beechurst, Caddington Common	Granted
9	20/00426/FHA	Construction of detached double garage	Broomhill Leys, Windmill Road	Refused
10	20/00585/FHA	Demolition of current porch, new single storey side/rear extension	Little Cheverells, Cheverells Green	Application Withdrawn
11	20/00657/LBC	Demolition of current porch, new single storey side/rear extension	Little Cheverells, Cheverells Green	Application Withdrawn
12	20/00634/DRC	Details required by condition 2 (materials), 3 (sustainable development), 5a (contaminated land) and 5b (contaminated land) attached to planning permission 4/00243/14/FUL – New two storey dwelling with vehicular access from Sebright Road.	9A, Buckwood Road	Granted

07/20 TO CONSIDER PLANNING APPLICATIONS BELOW

1	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	Deadline for comments elapsed.
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2	20/00835/LBC	Replacement kitchen window.	Hill Farm, Little Woodend	Deadline for comments elapsed.
3	20/00908/AGD	Maintenance equipment store open fronted barn 183m2 floor area timber frame with tiled roof.	1, Woodend Cottages, Little Woodend	Deadline for comments elapsed.
4	20/00875/CWC	Confirmation of conditions – 4/01797/12VOT, 4/01030/12/DRC and 4/02083/07/MFA	Land at Manor Farm, Dunstable Road	Deadline for comments elapsed.
5	20/00995/LDP	Application for lawful development certificate for addition of rear dormer window, alterations to ground floor rear elevation window and insertion of new doors. New obscure glazed window to first floor side elevation.	14, Pickford Road	Deadline for comments elapsed.
6	20/01010/FHA	Single storey side extension	20 Cheverells Close	Deadline for comments elapsed.
7	20/01098/TPO	Works to Lime tree	10, Cheverells House	Deadline for comments elapsed.

Due to the Coronavirus pandemic lockdown, the Council were not in a position to discuss the above applications at the time of receipt. Due to this, the deadline for comments elapsed. They were however discussed briefly at this meeting and no issues were noted.

08/20 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts Schedule for 31st March 2020, as circulated. It was proposed by Cllr. Peterson and seconded by Cllr. Pilkinton 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 31st March 2020

MPC Current Account	£3,776.52
HSBC [Precept Account]	£30,589.49
MPC Investment [NS&I]	£21,281.17
Petty Cash	£35.62
TOTAL	£55,682.80

09/20 TO RECEIVE AND SIGN BANK RECONCILIATION

This was to be received and signed by the Chairman.

10/20 TO RECEIVE AND NOTE FINAL QUARTER SPEND TO 31ST MARCH 2020

It was noted the third quarter spend to 31st March 2020, is £66,769.00, against an approved budget of £73,667.00. This was received and noted by all, to be signed by the Chairman.

11/20 TO RECEIVE INTERNAL AUDIT REPORT FOR FINANCIAL YEAR ENDED 31ST MARCH 2020

Deferred until next meeting due to Covid-19 and the Internal Auditor unable to visit the Parish Council Office.

12/20 a) TO RECEIVE ANNUAL AUDITED ACCOUNTS FOR 2019/20

The annual unaudited accounts were received and noted.

b) TO RECEIVE NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS RIGHTS FOR ACCOUNTS, YEAR ENDED 31ST MARCH 2020

It was confirmed the Notice of Appointment of Date for the Exercise of Electors Rights for Accounts for the year ended 31st March 2020, will be announced on notice boards and website on 10 July 2020 for viewing from 20 July 2020 to 28 August 2020 thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period

13/20 a) TO APPROVE SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR THE PARISH FOR 2019/20

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

This item is deferred pending report from the Internal Auditor.

14/20 TO RECEIVE AND NOTE 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. Peterson.

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

15/20 CRICKET CLUB DRAFT LEASE

Due to Covid-19, this has been delayed. Ongoing.

Action: HC/Clerk

16/20 CLERKS REPORT

Nothing to report at this meeting.

17/20 TO RECEIVE UPDATE REGARDING PURCHASE OF STRIP OF LAND LEADING TO PEGGY'S

Land Registry has now completed the registration of the transfer and a copy of the entries of title number have been received.

Action: PB/RP/Clerk

18/20 INSTALLATION OF NEW SIGN INDICATING ST. JOHN'S CEMETERY BY WAR MEMORIAL AND SIGN IN ALBERT STREET

Delayed due to Covid-19.

Action: HC/Clerk/RFO

19/20 REFURBISHMENT OF NOTICE BOARD IN CADDINTON COMMON AND LONDON ROAD

It was agreed by all that the notice boards should be replaced, not refurbished. Cllr. Douris kindly offered to contribute to this cost from his locality budget. Prices will be sought.

Action: Clerk

20/20 REPAIR OR REMOVAL OF NOTICE BOARD BY FIRE STATION

It was agreed by all that prices should be sought for the refurbishment of this notice board, although this is owned by Dacorum Borough Council, its location is central, therefore worthwhile maintaining. An application will be made to the Cllr. Douris' Locality Budget, available funds permitting.

Action: Clerk

21/20 INSTALLATION OF FENCE BY PLAY AREA IN CAVENDISH ROAD

A letter, in the first instance, will be sent by the Parish Council to the responsible property.

Action: HC/Clerk

22/20 TO RECEIVE AND NOTE NEIGHBOURHOOD CIL PAYMENT

Payment of £835.69, received and noted.

23/20 TO RECEIVE PARISH PRECEPT AND GRANTS FOR 2020/21

Payment of £102,353.75, received and noted.

24/20 TO RECEIVE AND NOTE EXPENDITURE INCURRED DURING LOCKDOWN ON OBTAINING "ZOOM" TO ENABLE PARISH COUNCIL MEETINGS AND ASSIST IN VE DAY CELEBRATIONS

Received and noted by all present.

25/20 TO NOTE MAJORITY VOTE ON EXPENDITURE AS STATED ABOVE.

The following Councillors were in agreement to this expenditure: Cllrs. D. Kao, P. Bunyan, C. Ononye, S. Pilkinton, J. Taunton and B/Cllr. H. Chapman

Received and noted by all present.

26/20 TO DISCUSS PC PROVIDING ELECTRONIC EQUIPMENT TO ALL COUNCILLORS

It was agreed that this would involve too much expenditure during this present time and any available funds should be spent on more pressing needs.

No action.

27/20 TO RECEIVE AND NOTE EMERGENCY EXPENDITURE DURING LOCKDOWN ON THE PURCHASE OF A LAPTOP FOR USE BY ALL COUNCILLORS AND STAFF.

To enable the hosting of Virtual Parish Council meetings, it was agreed the Parish Council should purchase a laptop for use by the chairman/vice chairman to host meetings as and when required, and staff should the requirement be necessary.

As the next meeting was pending it was agreed a lap top should be purchased at a cost of £349.00 to enable Council business to continue during this climate. This will remain the property of the Parish Council.

Action: Clerk

28/20 TO CONFIRM ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE

It was noted the Parish Council meets the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence Prescribed Conditions) Order 2012, i.e. the number of members of the council that have been declared to be elected is equal to or greater than two thirds of the total number of members of the council; the Clerk to the Parish Council holds the Certificate in Local Council Administrations, and the clerk has completed training in the exercise of the general power.

29/20 TO CONSIDER AND APPROVE DRAFT MEETING SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS FOR 2020/21

Draft meeting schedule approved by all present.

30/20 TO NOTE HSBC BANK MANDATE AND AGREE NS&I BANK SIGNATORIES

CATEGORY 'A' – TWO SIGNATURES REQUIRED

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

CATEGORY 'B' – ONE SIGNATURE REQUIRED

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

NS&I Investment Account

Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. S. Pilkinton, J. Bissmire, D. Sells, D Fitzsimons.

31/20 TO DISCUSS AND AGREE DEVELOPMENTS REGARDING FESTIVE LIGHTS AND REPAIR TO THE POWER SUPPLY

The power supply has now been fixed, which was partly funded by Cllr. Douris' locality budget, for which the Parish Council is very grateful. It was agreed that expenditure on festive lights is not appropriate at this present time.

32/20 TO DISCUSS AND AGREE ACTIONS REGARDING STREET LAMP SURVEY

Although the street lamp survey carried out proved that work does indeed need to be carried out; spending has been deferred at this present time.

Action: CO

33/20 TO DISCUSS AND FORMULATE ITEMS FOR INCLUSION IN MARKYATE MONTHLY

To be agreed.

34/20 TO RECEIVE REPORT ON MPC NEWSLETTER

It was confirmed the Parish Council Newsletter issue 25 spring 2020 has now been delivered to all residents.

35/20 TO RECEIVE GUIDANCE FOR SAFE OPENING OF HALLS

Halls are still in lockdown, however the Parish Council will be following Government Guidelines and acting accordingly.

Action: RP/Halls Administrator

36/20 TO RECEIVE COVID-19 UPDATE AND GOVERNMENT INSTRUCTIONS FOR HOLDING PARISH MEETINGS

Following Government Guidelines, the Parish Council will continue to meet virtually for the time being.

37/20 TO DISCUSS AND AGREE WEEKLY UPDATE WITH INFORMATION, NEWS, HELP AND ADVICE DURING COVID-19 PERIOD

The Council considered putting a notice in Markyate Monthly, asking parishioners if they would be interested in receiving a weekly update from the Chairman, by email, during this current time.

Action: Clerk

38/20 CORRESPONDENCE FOR INFORMATION ONLY

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

39/20 TO RECEIVE NOTIFICATION OF CANCELLATION OF MANNED FREIGHTER IN HICKS ROAD

It was noted that the manned freighter has been cancelled for Saturday 6 June, due to Covid-19. An alternative date could be offered later in the summer.

40/20 TO RECEIVE AND NOTE SECOND YEAR OF THREE-YEAR CONTRACT FOR VILLAGE WARDEN SERVICES

This was received and noted by all present.

Councillor Douris then informed the council that the schools have welcomed back Year 1 & 6 and libraries will be re-opening, possibly mid-July.

Regarding complaints about speeding on Luton Road, especially during lockdown, Cllr. Douris has been in touch with the Highways Engineer, enquiring if there is anything that can be done. He suggested the Council look into speed enforcement by contacting the PCC – Drive Safe Scheme, whereby villagers would be given a camera to record cars speeding, which would then be followed up with a written warning from the police. He also suggested that should Caddington Hall be re-developed, traffic calming measures could be installed, easing the situation.

All Councillors felt the Parish Council should write and thank Dacorum for their continued service in emptying our bins during these very difficult times due to Covid-19.

There being no other business the meeting closed at 9.30 pm

Next meeting: 7th July 2020

Signed: _____

Date: _____