

MARKYATE PARISH COUNCIL

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 1st JUNE 2021 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

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

In attendance: C/Cllr. Terry Douris

51/21 APOLOGIES FOR ABSENCE

Apologies: Cllr. D. Kao, due to business commitments and Cllr. C. Ononye.

52/21 DECLARATIONS OF INTEREST

No declarations of interest at this meeting.

53/21 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Annual Meeting of Markyate Parish Council held on the 4th May 2021 as circulated, be received as a true record and were signed by the Chairman. This was proposed by Cllr. Peterson and seconded by Cllr. Styles.

54/21 MINUTES OF THE HALLS COMMITTEE MEETING

It was **RESOLVED** to receive and adopt the minutes from the Halls Committee Meeting held on 16th March 2021.

55/21 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

No public questions at this meeting.

56/21 TO RECEIVE REPORT AND UPDATES FROM C/CLLR. TERRY DOURIS

C/Cllr. Douris attended briefly, due to other business commitments, giving a brief update. Various roadworks in Cavendish Road and the A5183 are due to start in the near future. Both the Hicks Road and London Road footpaths are also being reinstated. Although C/Cllr. Douris is no longer Mayor, he still remains our County Councillor and is now also on the Planning Committee. He is also on the Finance & Resource Committee and as a result of this, may not be able to attend all the parish meetings. However, he is always available and here to listen. Shortly after this, C/Cllr. Douris departed.

57/21 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	21/00957/LBC	Installation of roof light. Like for like repairs to roof tiles and flashings.	Cavendish House 28-30 High Street	Granted
2	21/01486/FHA	Single storey rear extension with loft conversion incorporating a hip to gable.	17 Cavendish Road	Granted
3	21/00510/NMA	Non-material amendment to planning permission 4/01042/19/FUL (External changes to an industrial unit, additional 3 dormers to the southern elevation, raising of the ridge, 3 new single doorways, 3 replacement roof lights on northern elevations and other alterations to Fenestration.)	A And B Sports The Promotional Centre Church End	Withdrawn
4	21/01681/LDP	Loft conversion with rear dormer and 2 rooflights to The front.	11 Farrer Top	Granted
5	21/01111/FUL	Two storey & single storey front infill extensions between houses.	3 And 4 Park View Drive	Granted

58/21 TO CONSIDER PLANNING APPLICATIONS BELOW

1	21/01694/FHA	Proposed facade alterations, floor plan redesign and all associated work.	127 London Road	No objections
2	21/01703/FHA	Proposed external and internal alterations and minor side extension.	Highfields 122 High Street	No objections

3	21/01791/LBC	Single storey rear extension. Single storey side garage extension	The Old Forge 45 High Street	No objections
4	21/01790/FHA	Single storey rear extension. Single storey side garage extension	The Old Forge 45 High Street	No objections
5	21/01964/FUL	Conversion and construction of 6 dwelling houses on brownfield site (amended scheme).	50 High Street	There does not appear to be enough parking spaces for this development. Too many cars coming out of entrance onto single carriageway. The right-hand turn is a blind spot and potentially very dangerous. Over development of site.

59/21 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts Schedule for 31st May 2021, as circulated. It was proposed by B/Cllr. Styles and seconded by Cllr. 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 follows:

As at 31st May 2021

MPC Current Account	£4,891.49
HSBC [Precept Account]	£149,621.26
MPC Investment [NS&I]	£21,434.38
Petty Cash	£39.30
TOTAL	£175,986.43

Schedule of Monthly Payments – please see attached document.

60/21 TO RECEIVE AND SIGN BANK RECONCILIATION

This was received and signed by the Chairman.

61/21 INTERNAL AUDIT REPORT FOR YEAR ENDED 31ST MARCH 2021

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

62/21 ANNUAL AUDITED ACCOUNTS FOR 2020/21

It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approved the Unaudited accounts for the Parish for 2020/21.

Action: Clerk

63/21 ANNUAL GOVERNANCE STATEMENT/ACCOUNTING STATEMENTS OF THE ANNUAL RETURN 2020/21

a) SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR 2020/21

It was proposed by Cllr. Peterson and seconded by Cllr. Styles and **RESOLVED** that the Council approve Section 1 Governance Statement for 2020/21 for Markyate Parish Council, as circulated.

b) SECTION 2 ACCOUNTING STATEMENTS OF THE ANNUAL RETURN FOR 2020/21

It was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and **RESOLVED** that the Council approved Section 2 Accounting Statements for 2020/21 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

64/21 EXERCISE OF PUBLIC RIGHTS 2020-21

- a) It was confirmed dates applied in respect of the Exercise of Public Rights 2020-21 (2019-2020 AGAR) as Monday 20 July 2020 ending on Friday 28 August 2020 and confirmed this Notice was made available on the Parish Council's website and all notice boards during this period.
- b) Noted a letter to the Internal Auditor confirming the above was signed by the Chair of the Parish Council.

65/21 NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS RIGHTS FOR ACCOUNTS

It was confirmed the Notice of Appointment of Date for the Exercise of Electors Rights 2020-21 for Accounts for the year ended 31st March 2021, will be placed on notice boards and website, from 11th June to 20th July, thereby the Parish Council fulfilling the legal requirements. The records are to be made available during this period.

Action: Clerk

66/21 TO NOTE CLOSURE OF HSBC BANK IN DUNSTABLE

Due to the closure of HSBC in Dunstable, it was agreed by all present that a 'paying in' only bank card is obtained, enabling banking at the local Post Office.

67/21 TO RECEIVE UPDATE AND AGREE ACTIONS ON COVID-19 IN LINE WITH NEW GOVERNMENT GUIDELINES

The Parish Council is back to meeting in person and are following all Government guidelines diligently. It's an uncertain future, however for the first time since the pandemic took hold, today no deaths have been reported nationwide.

Action: Clerk

68/21 TO NOTE EMERGENCY EXPENDITURE ON DEAD TREES AT MARKYATE CEMETERY

Dead trees which were becoming dangerous were reported and after an inspection was carried out by professional companies, it became apparent that there were more trees that needed felling to maintain public safety. Eight trees in total were removed.

69/21 CLERKS REPORT

Nothing to report at this meeting.

70/21 CORRESPONDENCE FOR INFORMATION ONLY

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

71/21 TO RECEIVE AND NOTE UPDATED ASSET REGISTER

Total deletions (items) for 2020/21 = £8,271.00. Total Additions (items) for 2020/21 = £3,514.62. Received and noted by all present.

72/21 SURFACE WORK TO PATH LEADING TO PEGGY'S FIELD

After an inspection was carried out it was confirmed access needs to be 9ft. wide to accommodate emergency vehicle entry. A handrail on the right hand side of the slope seems to be the most favourable option at present. The previous suggestion of steps is considered inappropriate.

Action: HC/Clerk

73/21 NEW CEMETERY

A specification has been prepared to remove the top layer of soil, dress the area and cut the hedge back to 12ft for ease of maintenance

Three professional companies will be invited to tender for the works.

It was also noted the St John the Baptist Church currently has 30 plots remaining.

Action: Clerk

74/21 MPC NEWSLETTER

It was agreed a newsletter will be prepared and published; all Members were asked to submit articles.

Action: All

75/21 HANGING BASKETS ON LAMPPOSTS

It has been suggested that 'wrap around' baskets on circa. 6 lampposts would be a cheerful addition to the village. The cost and feasibility of this will be investigated.

Action: Clerk

76/21 RETENTION OF RECORDS POLICY

This policy was reviewed and accepted.

77/21 CLEAR DESK POLICY

This policy was reviewed and accepted.

78/21 STAFF COMMITTEE MEETING

Alternative dates were given – to be agreed.

Action: PB

79/21 WORKS TO FOOTPATHS

Work on Footpath 19 which requires a repaired surface and Footpath 20 (The Slypes) which has a dangerous wall and is in need of repair, will be looked into, with the possibility of using P3 funds from a previous application which were not used as contractors were unable to carry out the works. The Footpaths Officer is aware of this.

Action: Clerk

80/21 AGREE DAYS OF PARISH COUNCIL MEETINGS

This item was agreed at the May 2021 meeting, however as circumstances have changed, C/ClIr Douris together with B/ClIr Chapman both now have meetings to attend at DBC which are also held on Tuesday's, resulting in both either being unable to attend or arrive late to Parish Council meetings.

After discussion it was agreed they need to continue to be held on a Tuesday as Members had scheduled this in to their work patterns.

81/21 GATE FROM ST. JOHN THE BAPTIST CHURCH LEADING ONTO PUBLIC FOOTPATH BY RECREATION GROUND.

Due to being potentially dangerous, this gate has been removed. It was reported that another gate further along towards Dammersey on the 'Ver Way' has been installed by Ver Valley. Enquiries are being made for a replacement gate.

Action: Clerk

82/21 MARKYATE PPG SURGERY

A leaflet regarding the PPG Surgery will be published and delivered together with the Newsletter.

Action: SP

83/21 PRIORITISING WORKS TO FOOTWAYS AND HIGHWAYS

Ongoing.

84/21 ITEMS FOR MARKYATE MONTHLY

To be agreed.

There being no other business the meeting closed at 9.20 pm

Next meeting: 6th July 2021

Signed: _____

Date: _____

	Type	Date	Num	Name	Memo
HSBC - Precept Account					
Total HSBC - Precept Account					
MPC Current a/c					
	Deposit	04/05/2021			Deposit
	Cheque	05/05/2021	DDebit	Dacorum Borough Council	garage rental may
s	Cheque Bill Pmt -	05/05/2021	105840	Hertfordshire County Council	PENSION Apr
s	Cheque Bill Pmt -	05/05/2021	105842	Village Garden Services	Warden Apr
s	Cheque Bill Pmt -	05/05/2021	105841	Zoom Video Communications Inc	Annual PC Zoom Subscription Apr 21-22
s	Cheque	05/05/2021	105843	Village Garden Services	Grass cutting Apr
s	Cheque	05/05/2021	105844	Cash	replenish petty cash
	Deposit	05/05/2021			Deposit
	Deposit	07/05/2021			Deposit
	Deposit	07/05/2021			Deposit
	Deposit	07/05/2021			Deposit
	Deposit	10/05/2021			Deposit
	Deposit	10/05/2021			Deposit
	Bill Pmt -				
	Cheque	15/05/2021	Debit	BT plc	Phone/Broadband 1/4/21-30/6/21
	Bill Pmt -				
	Cheque	15/05/2021	Debit	Jam Crackers Ltd	May Subscriptions
	Deposit	20/05/2021			Deposit
	Bill Pmt -				
	Cheque	20/05/2021	Debit	Intuit Ltd	Quickbooks support
	Bill Pmt -				
s	Cheque	21/05/2021	105845	High Elms Tree Surgery Ltd	Emergency tree removal work
	Deposit	21/05/2021			Deposit
s	Cheque	25/05/2021	105846	Adam Lawrence	Deposit refund
s	Cheque	25/05/2021	105847	Lis Davies	Deposit refund
s	Cheque	25/05/2021	105848	Katie Elliott	Deposit refund
	Deposit	26/05/2021			Deposit
	Bill Pmt -				
s	Cheque	27/05/2021	105850	Cartridge Save	Printer ink
	Bill Pmt -				
s	Cheque	27/05/2021	105849	Dacorum Borough Council.	Eurobin rental apr-Jun
	Bill Pmt -				
s	Cheque	27/05/2021	105852	HCI Data Ltd	Domain hosting 21-23
	Bill Pmt -				
s	Cheque	27/05/2021	105851	Hertfordshire County Council	Stationary, cleaning and replacement shredder
s	Cheque	28/05/2021		staff	Pay total
s	Cheque	28/05/2021	105858	HMCTS	Attachment of Earnings may
s	Cheque	28/05/2021	105859	Hertfordshire County Council	PENSION May

Total MPC Current a/c

MPC NS & I Investment a/c

Total MPC NS & I Investment a/c

MPC Petty cash

	Cheque	05/05/2021	105844	Cash	Replenish Petty cash
	Cheque	06/05/2021	375	Post Office	Small parcel
	Cheque	06/05/2021	376	The Hertfordshire Garden Centre	Soil for planters

Total MPC Petty cash

