

MARKYATE PARISH COUNCIL

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 7TH DECEMBER 2021 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

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

In attendance: 7 members of the public at this meeting.

212/21 APOLOGIES FOR ABSENCE

To accept and approve apologies from Cllr. D. Kao due to business commitments and Cllr. R. Peterson, due to personal reasons.

213/21 DECLARATIONS OF INTEREST

- a) To receive declarations of interest from councillors on items on the agenda.
Regarding Planning Application 21/01058/FUL – the son of one of the Councillor’s attended the meeting in order to object to this application.
- b) To receive written requests for dispensations for declarable interests
None.
- c) To grant any requests for dispensation as appropriate.
None.

214/21 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the Minutes of the Markyate Parish Council Meeting held on the 2nd November 2021 as circulated, be received as a true record and were signed by the Chairman. This was proposed by Cllr. Pilkinton and seconded by Cllr. Styles.

215/21 TO RECEIVE AND NOTE DRAFT MINUTES FOR THE BUDGET AND FINANCE MEETING HELD ON 9TH NOVEMBER, 2021.

It was **RESOLVED** that the draft Minutes of the Budget & Finance Meeting held on 9 November 2021, as circulated, be received and noted as a true record.

216/21 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)

Planning application 21/03791/FUL, Ferrers Hill Farm.

A number of residents who live here, attended the meeting to strongly oppose this proposed development; other remaining residents who live on the farm have also objected. Listing some of the reasons for opposing: Implication on the Green Belt, this is on the edge of AONB, the proposed development is 472% bigger in size, which will have a huge impact on all concerned. This will become a 7 bedroom house, with a separate annexe, with roof heights that are far too high - 9 meters. Plans to remove most hedges will leave the other homes overlooked and exposed. This proposed development is completely out of proportion in relation to its surroundings. Please visit the Dacorum Planning portal to view full details.

Planning application 21/01058/FUL, Water Tower, Luton Road.

Parishioner stated his ongoing opposition.

“The planning case officer has already recommended to grant permission and has already circulated the relevant documents to the DMC before the latest consultation period has expired. This is not democratic in any shape or form and is not what we expect from DBC.

The case officer still has failed to grasp the point about the red and blue lines still being incorrect.

Strongly disagree with his statement about the visibility of the tower. The fact is that this tower can be seen from the Chiltern AONB to the North of the site and the tower is also a local landmark, the case officer only concentrates on the points from the west, clearly, he doesn’t know the local area. We must also point out that the tower is clearly visible from the public footpaths to the south in its current form, this will be made worse by the increase in height.

The protection of the trees is still inadequate and this development will only lead to further pressure to allow pruning of TPO protected trees. The trees have already been decimated on this site.

The tower is a structure and therefore falls outside the NPPF very special circumstances for development in the green belt and therefore must be refused as it will affect the green belt, this falls in line with other towers in the green belt being refused permission for conversion”.

Please visit the Dacorum Planning portal to view full details.

Next application to be opposed: 21/00441/OUT – Land SW of Frindles, Cheverells Green.

This is an Appeal. Previous application for 12 dwellings in 2016. Noise pollution in an area of AONB. This application will have a huge impact on the nearby stables, being very noisy. Overdevelopment of site. Only 4 parking spaces allocated – this is not enough. Trees with TPO’s will be felled.

Please visit the Dacorum Planning portal to view full details.

The Parish Council were delighted to welcome new Police Officer, PC John Onyon, who gave a brief update:

Overall, crime is down by 12% from two years ago, burglaries are very low in the Watling Ward at present but sadly vehicle crime was quite high with various caravans and horse boxes having been stolen. In Markyate during September some vehicles were broken into, in October there was another spike, one offender being arrested. At present they are running operations with covert cameras to tackle fly tipping.

217/21 TO RECEIVE REPORT AND UPDATES FROM C/CLLR. TERRY DOURIS

County Councillor sent apologies due to other business commitments.

218/21 PLANNING DECISIONS FROM DACORUM BOROUGH COUNCIL

1	21/03612/FUL	New footpath	Beechwood Park School, Beechwood Park	Granted
2	21/03486/RET	Changes to external steps from basement to garden including direction of steps and iron railings installed around stairwell.	61 London Road	Granted
3	21/03555/FHA	Single storey extension and entrance porch.	Horsa Hut, Cheverells Green	Application Withdrawn
4	21/03634/FHA	Proposed extension to rear dormer and first-floor extension over the kitchen at the rear (amended scheme).	11 Dammersey Close	Granted
5	21/03739/FHA	Front extension, rear window, door to window, new bi-fold doors to rear, and internal alterations	4 London Road	Granted
6	21/03615/LBC	Tanking of the basement due to severe damp.	44 High Street	Granted

219/21 TO CONSIDER PLANNING APPLICATIONS BELOW

1	21/00441/OUT APP/A1910/W/21/3278280 APPEAL	Outline planning application with all matters reserved except access for the development of 4 dwellings on land north of Pickford Road, Markyate.	Land SW Of Frindles Cheverells Green	Objection. PC’s objections still stand, as previously. This is an AONB.
2	21/04014/FUL	Change of use of the land for yard to tree surgery business, including the erection of two storage buildings and an office.	Land At The Jcn Of Pickford Road, Friendless Lane, Walnut Meadow, Cheverells Green	Objection. Traffic, landscape not in keeping with our surroundings. Insufficient parking.
3	21/03791/FUL	Proposed change of use from equestrian to residential; demolition of existing stables, removal of manege and construction of 1no. dwelling house within landscaped grounds and creation of new dedicated access.	Ferrers Hill Farm, Pipers Lane	Objection. Green belt. Much bigger footprint. Overdevelopment of site. Access traffic. Impact on listed building.
4	21/04011/FHA	Single storey rear and first floor rear extensions, front porch extension, enlarge crossover.	15, The Coppins	No objections.
5	21/04016/FHA	Proposed loft extension with replacement hip to gable roof and dormer windows, alterations to existing window and door openings at ground floor level.	8, Dammersey Close	No objections.
6	21/04093/FUL	Construction of a single detached dwelling with	The Grange, 8 High Street	Objection. Over

		detached garages and associated works		development of site.
7	21/04038/FUL	Conversion of existing former commercial building (E1) to dwelling house (C3) and construction of part first, part 1.5 storey side extension with soft and hard landscaping.	10, Church End	No objections.
8	21/01058/FUL Amended and/or additional information.	Conversion of the existing water tower (sui generis) to residential (C3) incorporating the infilling of the concrete pillars at the base of the tower and the construction of a flat roof canopy, and the construction of new access.	Water Tower, Luton Road	Objection. PC not informed of filling in the bottom of tower. Too high. Not in keeping. Nesting rooks will lose their habitat. Many TPO's, but trees will have been cut down. Carbon footprint.
9	21/04156/FHA	Conversion of the garage into a study/home office.	The Town House, 5B Pickford Road	No Objections.
10	21/04247/FUL	Change of Use of existing grassland to provide 3 x additional hard landscaped car parking spaces for the exclusive use of future residents of The Factory. Removal of a section of existing grassland to achieve 3 x additional permeable block paving car parking spaces in front of the Church.	The Church Of St John The Baptist Church End	No Objections.
11	21/04301/FHA	Single storey rear extension	7A Pickford Road	No Objections.
12	21/04397/FHA	Two storey front extension	4 Parkfield Markyate	No Objections.
13	Appeal LPA Ref: 4/01278/18/FUL PINS Ref: APP/A1910/W/21/3278371	Change of use of unit 1 (class D1 surgery/health centre use) to class A1 convenience food store, together with change of use of unit 2 (class A1/A2/A3/A4 and B1) to three residential units (one 1-bed and two 2-bed flats), together with associated external	Units 1 And 2 Richmond Square Hicks Road	Objection. PC's objections still stand, as previously. Nothing has changed.

220/21 ACCOUNTS FOR PAYMENT

To approve the signing of cheques for payment and the signing of the Accounts Schedules for November 2021, as circulated.

Resolved, proposed by Cllr. Styles, seconded by Cllr. Ononye, unanimously agreed to approve the schedule for payments.

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

As at 30th November 2021

MPC Current Account	£14,137.51
HSBC [Precept Account]	£95,638.94
MPC Investment [NS&I]	£21,434.38
Petty Cash	£19.34
TOTAL	£131,191.49

Schedule of Monthly Payments – please see document attached to these Minutes.

221/21 TO RECEIVE AND SIGN BANK RECONCILIATION

This was received and signed by the Chairman.

Resolved, proposed Cllr S. Pilkinton, seconded by Cllr. P. Styles, unanimously agreed.

222/21 TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDITOR 2020/21

The external auditors require the Council to carry out a review of the effectiveness of its internal audit procedures. This paper sets out the processes employed at Markyate Parish Council, which have been checked by Etaerio Ltd who acted as our internal auditors for 2020/21.

Checks undertaken include:

- Check the accounting system has been properly maintained and is up to date.
- Test a sample of 12 creditor payments and confirm the Council's Financial Regulations have been complied with, invoices support payments, expenditure is approved, and VAT accounted for.
- Check 5 debtors' accounts and confirm they have been correctly calculated, collected and correctly recorded in the accounting system and promptly banked, also confirm office rentals have been collected.
- Confirm petty cash expenditure is appropriate and supported by receipts.
- Check that salaries paid agree to those approved by the Council and that PAYE/NIC has been properly operated.
- Check that periodic and year end bank reconciliation are properly carried out.
- Confirm that debtors and creditors are properly recorded in the balance sheet.
- Confirm that GPC payments are separately recorded in the accounts and are within the statutory limit.
- Check that risk assessment and risk management is undertaken.
- Standing Orders/Financial Regulations
- Record of appointment of Clerk/RFO and Deputy Clerk/RFO
- Contracts of employment and terms of conditions for all employees
- Records of salary approvals by the Council
- Document setting out specified duties of Responsible Financial Officer
- Minutes of Council and committees
- Insurance papers
- Software licence documentation
- Check Asset Register

The Parish Council must confirm that:

1. The Auditor is independent
2. Competent
3. Has a satisfactory relationship with clerk and councillors
4. That the Audit planning is satisfactory
5. Scope is satisfactory
6. Reporting is satisfactory

Monthly checks

At each meeting, two Councillors check the original invoices against the figures shown in the monthly bank schedule print out. The bank statements are initialled by the Councillors. All the cheques are signed by two Councillors at the Council meetings and original invoices are available for inspection.

At each monthly meeting, the full Council receives details of cheques for signing.

Two councillors, the Clerk/RFO, Deputy Clerk/RFO, or Halls Administrator/Financial Officer signs monthly top up wages cheques. Standing Orders pay an agreed salary amount direct in to staff accounts which is then topped to cover extra hours, expenses, etc. This transfer is checked and signed by two Councillors.

Quarterly checks

The Parish Council considers expenditure against budget on a quarterly basis. Any significant variations are set out in a written report.

A Bank reconciliation and a summary of expenditure against budget.

Annual checks

Our internal auditor for 2020/21 was Etaerio Lt Hemel Hempstead, Herts. They are independent of the Council and have no relationship with any of the Councillors or Parish Council Staff.

Etaerio Ltd carry out a full audit of the Council's expenditure and receipts once a year. This audit is carried out at the Parish Office, and this usually lasts one day. In addition to auditing the cashbook, salaries and VAT, the auditor will check that officers have complied with Financial Regulations (adequate insurance, competitive tendering, delegations etc) and that Councillors have fulfilled their role including their monthly checks and the annual risk assessment.

Additional checks

The Council has not had any VAT inspections due to Markyate Parish Council being a small Council.

Other issues

Any significant items of expenditure which were not included in the budget, such as emergency items, are approved at Committee or Parish Council meetings. The minutes note that the Council agrees that such expenditure has been approved.

The Clerk/RFO had no recommendations to make to the Parish Council in light of the review.

The Parish Council approved and noted this report.

No action

223/21 TO RECEIVE, NOTE AND AGREE ETAERIO LETTER FOR 2021/22 INTERNAL AUDIT

Etaerio has advised the Parish Council to consider options available relating to the 2021 Practitioners' Guide changes that will apply for the 2021/22 Internal Audit

Option 1: Legacy Programme

Option 2: PG2021 Expanded Programme

Having considered the options, the Parish Council agreed to accept Option 1.

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

Action: Clerk

224/21 TO REPORT SLIPPERY SURFACE ON MARGARET'S BRIDGE

This was discussed and agreed Highways will be notified as soon as possible.

Action: Clerk

225/21 CLERK'S REPORT

No report at this meeting.

226/21 CORRESPONDENCE FOR INFORMATION ONLY

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

227/21 SURFACE WORK TO PATH LEADING TO PEGGY'S FIELD

Ongoing.

Action: Clerk

228/21 MPC NEWSLETTER

To be agreed.

Action: All

229/21 TO DISCUSS AND AGREE REGISTERING PROPOSED CRICKET CLUB CAR PARK WITH LAND REGISTRY

The Parish Council are required to contact the Land Registry for this proposal to be used for parking. In the interim period, DBC require more information and detail regarding the proposed new car park.

Action: Clerk

230/21 TO DISCUSS AND AGREE TRI-PARTY AGREEMENT FOR PROPERTY IN CAVENDISH ROAD

The Parish Council discussed the two options available and agreed to accept the Tri-Party agreement. DBC to be informed.

Action: Clerk

231/21 TO DISCUSS AND AGREE TREE PLANTING INITIATIVE FOR THE QUEEN'S GREEN CANOPY

Ongoing, until further information is obtained.

Action: Deputy Clerk

232/21 TO RECEIVE REPORT AND AGREE ACTION FOR THE PLAYGROUND AND EXERCISE EQUIPMENT AT PEGGY'S FIELD

This item is deferred due to the absence of Cllr Peterson.

Action: Deputy Clerk

233/21 TO DISCUSS AND AGREE POSSIBLE WORKS TO TREES IN PEGGY'S FIELD

This item is deferred due to the absence of Cllr Peterson.

Action: Clerk

234/21 TO RECEIVE UPDATE AND AGREE ACTIONS ON COVID-19 IN LINE WITH NEW GOVERNMENT GUIDELINES

It was reported the Covid variant, Omicron, is on the increase, however it is not causing too many death at today's date. Masks must once again be worn in shops and enclosed areas.

235/21 TO RECEIVE AND NOTE 2022/23 ALEY GREEN CEMETERY PRECEPT

The Parish Council noted that the precept for this period will be £2,735.00.

236/21 TO AGREE PARISH OFFICE CLOSURE DURING FESTIVE PERIOD

Following Government guidance all staff are working remotely where possible. Post, emails and telephone voicemails are checked regularly.

During the Christmas and New Year period, the Parish Council agreed, staff will not be available from Thursday, 23rd December 2021 until Tuesday, 4th January 2022, although are contactable if necessary, during an emergency.

Action: Clerk

237/21 TO RECEIVE AND NOTE ESTIMATE FOR THE SUPPLY AND INSTALLATION OF SHUTTERS

The estimate for this installation and supply of shutters and a Reception Window were circulated to all members prior to the meeting. As per Minute S16/21.4.

Date for installation to be agreed.

Action: Clerk

238/21 TO RECEIVE AND NOTE DRAFT MINUTES FOR THE STAFFING COMMITTEE MEETING HELD ON 9TH NOVEMBER, 2021.

It was **RESOLVED** that the draft Minutes of the Staffing Committee Meeting held on 9 November 2021, as circulated, be received and noted as a true record.

Action: Clerk

239/21 ITEMS FOR MARKYATE MONTHLY

To be agreed.

240/21 Public Bodies (Admissions to Meetings) Act 1960 That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the items in Part II of the agenda for this meeting, due to commercial sensitivities, that if members of the public were present during these items there would be disclosure to them of exempt information relating to proposed contract.

241/21 To receive quotations for grass cutting at Peggy's Field and Cemetery.

This item was deferred to allow for other quotations to be received, as three were requested.

Action: Clerk

242/21 To receive quotations and select one for Tree Inspection at Peggy's Field.

This item was deferred to allow for other quotations to be received, as four had been requested.

Action: Clerk

There being no other business the meeting closed at 10.15 pm.

Next meeting: 11th January 2022

Signed: _____

Date: _____

11:33 AM
02/12/21
Accrual Basis

Markyate Parish Council Bank Ledger

As of 30 November 2021

HSBC - Precept Account

Total HSBC - Precept Account

MPC Current a/c

Type	Date	Num	Memo	Amount
Bill Pmt -Cheque	02/11/2021	105950	Firelec Controls Ltd	-172.50
Deposit	04/11/2021		Alarm service	169.35
Deposit	04/11/2021		Deposit	41.88
Deposit	04/11/2021		Deposit	35.10
Cheque	05/11/2021	DDebit	Dacorum Borough Council	-63.12
Bill Pmt -Cheque	09/11/2021	Debit	BT plc	-565.99
Deposit	12/11/2021		Deposit	38.36
Bill Pmt -Cheque	17/11/2021	105952	Dacorum Borough Council.	-292.85
Bill Pmt -Cheque	17/11/2021	105951	Hertfordshire County Council	-81.78
Bill Pmt -Cheque	17/11/2021	105953	Village Garden Services	-1,978.56
Deposit	17/11/2021		Deposit	213.66
Deposit	17/11/2021		Deposit	51.90
Deposit	17/11/2021		Deposit	194.96
Deposit	17/11/2021		Deposit	100.00
Cheque	18/11/2021	105955	Rachael Mashiri	-100.00
Cheque	18/11/2021	105956	Hayley Star	-50.00
Bill Pmt -Cheque	18/11/2021	105954	PPLPRS Ltd	-78.96
Bill Pmt -Cheque	18/11/2021	105959	British Legion	-125.00
Bill Pmt -Cheque	18/11/2021	105958	Herts Air Ambulance	-150.00
Bill Pmt -Cheque	18/11/2021	105957	Markyate & Flamstead Care Group	-400.00
Cheque	19/11/2021	105960	Lauren Bilston	-50.00
Bill Pmt -Cheque	23/11/2021	Debit	Jam Crackers Ltd	-61.86
Cheque	24/11/2021	105962	HMCTS	-6.57
Cheque	24/11/2021		staff	-3,467.37
Cheque	24/11/2021	105967	Hertfordshire County Council	-949.20
Deposit	25/11/2021		Deposit	74.16
Deposit	25/11/2021		Deposit	83.54
Deposit	25/11/2021		Deposit	41.72
Bill Pmt -Cheque	29/11/2021	Debit	Intuit Ltd	-72.00
Bill Pmt -Cheque	30/11/2021	105968	amazon uk	-39.16

11:33 AM
02/12/21
Accrual Basis

**Markyate Parish Council
Bank Ledger**

As of 30 November 2021

Type	Date	Num	Name	Memo	Amount
Total MPC Current a/c					-7,660.29
MPC NS & I Investment a/c					
Total MPC NS & I Investment a/c					
MPC Petty cash					
Cheque	11/11/2021	397	Mileham Discount Car Care	Blue roll	-11.49
Cheque	11/11/2021	398	Dunstable Lock and Safe	297	-10.00
Cheque	12/11/2021	399	E J Smith (DIY)	Bin key	-3.50
Cheque	12/11/2021	400	B & Q	Pot & sand for remembrance crosses:	-9.37
Cheque	12/11/2021	401	Dunelm	Replacement clocks	-14.00
Cheque	12/11/2021	402	Nisa Store	phone top up	-10.00
Cheque	26/11/2021	403	Post Office	signed for letter	-15.84
Total MPC Petty cash					-74.20
					<u>-7,734.49</u>