

# **Markyate Parish Council**

## **MINUTES OF THE ANNUAL MEETING OF MARKYATE PARISH COUNCIL**

**Tuesday 3 May 2022 at 7.30pm**

**Present:** Cllr. P. Bunyan, Chairman, Cllr. R. Peterson, Vice Chairman, B/Cllr. H. Chapman, Cllr H Hakki, Cllr. C. Ononye, Cllr S Pilkinton, Cllr A Sheelan, Cllr P Styles.

**In attendance:** C/Cllr T Douris, Mrs D Fitzsimons.

### **01/22 ELECTION OF THE CHAIRMAN OF THE COUNCIL**

Election of Chairman

To elect a chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr R Peterson, seconded Cllr C Ononye to appoint Cllr P Bunyan as Chairman for the year 2022/23. Unanimously agreed.

### **02/22 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL**

To elect a Vice Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr P Bunyan, seconded Cllr P Styles to appoint Cllr R Peterson as Vice Chairman for the year 2022/23. Unanimously agreed.

### **03/22 APOLOGIES FOR ABSENCE**

Cllr D Kao.

### **04/22 DECLARATIONS OF INTEREST**

No declarations of interest at this meeting.

### **05/22 APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

To appoint Parish Council Committees and Working groups

**Resolved**

that the following be established and accepted by the Parish Council: -

- (1) Budget and Finance Committee
- (2) Halls Committee
- (3) Markyate Cemetery Committee
- (4) Aley Green Cemetery Committee
- (5) Staffing Committee

### **06/22 ELECTION OF COMMITTEE MEMBERS, CHAIRMEN AND VICE CHAIRMEN**

Budget and Finance Committee Election of Chairman

To elect a Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr P Bunyan, seconded Cllr A Sheelan to appoint Cllr R Pilkinton as Chairman for the year 2022/23. Unanimously agreed. Election of Chairman

To elect a Vice Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr P Bunyan, seconded Cllr S Pilkinton to appoint Cllr R Peterson as Vice Chairman for the year 2022/23. Unanimously agreed.

Halls Committee Election of Chairman

To elect a Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr S Pilkinton, seconded Cllr A Sheelan to appoint Cllr R Peterson as Chairman for the year 2021/22. Unanimously agreed.

Election of Vice Chairman

To elect a Vice Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr S Pilkinton, seconded Cllr A Sheelan to appoint Cllr P Bunyan as Vice Chairman for the year 2022/23. Unanimously agreed.

Staffing Committee Election of Chairman Election of Chairman.

To elect a Chairman for the year 2022/23 and sign Declaration of Acceptance of Office.

**Resolved** proposed Cllr P Styles, seconded Cllr A Sheelan to appoint Cllr P Bunyan as Chairman for the year 2022/23. Unanimously agreed.

To elect Vice Chairman for the year 2022/23 and sign Declaration of Acceptance of Office

**Resolved** proposed Cllr P Styles, seconded Cllr A Sheelan to appoint Cllr C Ononye as Vice Chairman for the year 2022/23. Unanimously agreed.

**07/22 APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS/OUTSIDE BODY COMMITTEE**

It was resolved to appoint the following representatives: -

- **Aley Green Cemetery**, B/Cllr. H. Chapman, Cllr R. Peterson.
- **Budget & Finance, Cllr S Pilkinton**, Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. P. Styles.
- **Halls Committee**, Cllr. S. Pilkinton, Cllr. R. Peterson, Cllr. P. Bunyan, Cllr A Sheelan, Mrs. E. King.
- **Staffing Committee**, Cllr. P. Bunyan, Cllr Ononye, Cllr. S. Pilkinton, Cllr. R. Peterson.
- **Cemetery Committee**, B/Cllr Chapman, Cllr S Hakki.

**08/22 TERMS OF REFERENCE FOR BUDGET & FINANCE, HALLS, CEMETERY AND STAFFING COMMITTEES**

The Terms of Reference for Standing Committees were reviewed, and it was proposed by Cllr. Pilkinton and seconded by Cllr. Peterson and

**Resolved** that no amendments were necessary.

**09/22 COUNCILLOR APPOINTMENT TO SPECIFIC AREAS OF INTEREST**

It was **RESOLVED** to accept the following Parish Councillors to represent their particular area of interest as follows: -

Airport	H. Chapman	Health	P. Bunyan/S. Pilkinton
Elderly Welfare	S. Pilkinton, S Hakki	Emergency/Disaster	Vacant
Environment	No proposals (nominees welcome)	Newsletter	R. Peterson
Planning	All Councillors	Social Media	Cllr S Hakki, Cllr C Ononye
Police	P. Styles	Transport	S Pilkinton
Schools	C Ononye		

**10/22 MINUTES OF PARISH COUNCIL MEETING**

It was **resolved** that the Minutes of the Parish Council Meeting held on the 5 April 2022, as circulated, be received as a true record and were signed by the chairman.

**11/22 DRAFT MINUTES OF HALLS COMMITTEE MEETING**

It was **resolved** that the draft minutes of the Halls Committee Meeting held on 15 March 2022, as circulated, be received as a true record.

**12/22 DRAFT MINUTES OF ANNUAL PARISH GATHERING**

It was **resolved** that the draft minutes of the Annual Parish Gathering held on 27<sup>th</sup> April 2022, as circulated, be received as a true record.

**13/22 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)**

No public questions at this meeting.

**14/22 CALENDAR FOR COUNCIL AND COMMITTEE MEETINGS 2022/23**

A draft schedule for meeting dates was circulated prior to the meeting.

It was **resolved** to accept the schedule of future meetings of the Council and its Standing Committees for 2022 /23 as circulated.

**Action: Clerk**

**15/22 CHAIRMAN'S REPORT 2021/22**

It was **resolved** that the Chairman's Report as circulated, be published.

**Action: Clerk**

**16/22 PLANNING DECISIONS**

1	22/00367/FHA	Single storey rear extension, new front porch and replacement windows to a semi-detached dwelling. New driveway and dropped kerb to rear of property.	20 Buckwood Road	Granted
2	22/01008/NMA	21/02600/FHA (Rear loft extension)	26 Humbers Hoe	Application withdrawn

**17/22 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM DACORUM BOROUGH COUNCIL**

1	22/01116/FHA	Front porch extension.	4 Summer Walk Markyate St Albans Hertfordshire AL3 8NF	No objection
2	22/01114/FUL	Construction of 2 apartments (Amended scheme).	A And B Sports The Promotional Centre Church End Markyate St Albans Hertfordshire	No objection, internal changes only
3	22/01045/FHA	Proposed Loft Conversion.	24 Ver Brook Avenue Markyate St Alb	Objection. When properties were built, the planning condition stated no extra bedrooms would be added, also there is parking issues.
4	22/01129/DRC	Details as required by condition 4 (Environmental risk assessment) attached to planning permission	3 Drummonds Fold	No objection
5	22/01245/MFA	Demolition of existing kennel buildings. Construction of two dwellings with new access and the retention of existing staff accommodation and its use a market dwelling (amended scheme)	Hazel Corner Dog Hotel Windmill Road	Objection. Previous development agreed it was staff accommodation. Considered over development on Green Belt land. Also dangerous road access as single track.
6	22/01302/LDP	Construction of single storey rear extension	13 Cowper Road	No objection

**18/22 ACCOUNTS FOR PAYMENT**

To approve the schedule for payment and the signing of the Accounts Schedule as of 30<sup>th</sup> April 2022, as circulated. It was **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. Proposed by Cllr C Ononye and seconded by Cllr P Styles.

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

As at 30 April 2022

MPC Current Account	£ 11,863.05
HSBC [Precept Account]	£158,352.57
MPC Investment [NS&I]	£ 21,436.52
Petty Cash	£ 20.79
<b>TOTAL</b>	<b>£191,672.93</b>

**Schedule of Monthly Payments – please see attached document.**

**19/22 FINAL QUARTER SPEND AGAINST BUDGET**

It was noted the final quarter spend to 31<sup>st</sup> March 2022 is £80,414.00 against a budget of £103,085.00. This was proposed by Cllr Ononye and seconded by Cllr Pilkinton.

**20/22 PARISH FUNDING FROM DBC, 2022/23**

DBC have confirmed the summary of the payments Markyate Parish Council will receive for the financial year 2022/23 is as follows: -

Precept Demand:	£73,531.90
Council Tax Support Grant	£ 422.40
Concurrent Services:	£ 7,442.71
Warden:	£10,811.74

Total for 2022/23 £92,208.75

**No action.**

**21/22 DRAFT ACCOUNTS FOR 2021/22**

It was proposed by Cllr P Bunyan and seconded by Cllr R Peterson and **resolved** that the Council approve the draft accounts for the Parish for 2021/22.

**22/22 INTEREST CAPITALISATION FROM NS&I FOR PERIOD 01.01.20 TO 01.01.22**

Gross interest credited in the tax year ending 5<sup>th</sup> April 2022: £2.14.

**23/22 CONFIRM ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE**

The criteria for eligibility have been met by the Parish Council, being seven elected members and the Clerk/RFO holds the CILCA qualification and the General Power of Competence.

**24/22 PUBLICATION SCHEME**

The Publication Scheme was reviewed, and it was **resolved** to make no amendments. The cost for photocopying remains as last

year – 10p per sheet.

**25/22 REVIEW OF STANDING ORDERS**

Standing Orders were reviewed with no amendments.

**26/22 REVIEW OF FINANCIAL REGULATIONS**

Financial Regulations were reviewed with no amendments.

**27/22 REVIEW OF PARISH COUNCIL INSURANCE**

It was noted the Parish Council insurance was renewed on 1<sup>st</sup> October 2020 with Ecclesiastical via Came & Company for 12 months.

It was confirmed the legal requirement of the Certificate of Employers' Liability insurance to 30 September 2022 has been displayed in the Village Hall and Y2K Hall.

**Action: Clerk**

**28/22 WHO WE ARE AND WHAT WE DO**

Who We Are and What We Do was reviewed and it was **RESOLVED** to make no amendments.

**29/22 RECRUITMENT POLICY**

The Recruitment Policy was reviewed and it was **RESOLVED** to make no amendments.

**30/22 CCTV POLICY**

The CCTV Policy was reviewed and it was **RESOLVED** to make no amendments.

**31/22 EQUALITY AND DIVERSITY POLICY**

The Equality and Diversity Policy was reviewed and it was **RESOLVED** to make no amendments.

**32/22 DATA PROTECTION POLICY**

The Data Protection Policy was reviewed and it was **RESOLVED** to make no amendments.

**33/22 INFORMATION SECURITY POLICY**

The Information Security Policy was reviewed and it was **RESOLVED** to make no amendments.

**34/22 RACE EQUALITY POLICY STATEMENT**

The Race Equality Policy was reviewed and it was **RESOLVED** to make no amendments.

**35/22 CODE OF PRACTICE IN HANDLING COMPLAINTS FOR MEMBERS OF PUBLIC**

The Code of Practice In Handling Complaints for Members of Public was reviewed and it was **RESOLVED** to make no amendments.

**36/22 RECORDS MANAGEMENT POLICY**

The Records Management Policy was reviewed and it was **RESOLVED** to make no amendments.

**37/22 POLICY AND PROCEDURE FOR INFORMATION REQUESTS**

The Policy and Procedure for Information Requests was reviewed and it was **RESOLVED** to make no amendments.

**38/22 HEALTH AND SAFETY AT WORK**

The Health and Safety at Work Policy was reviewed and it was **RESOLVED** to make no amendments.

**39/22 PRESS/MEDIA**

It was **RESOLVED** that the Clerk and/or Chairman of the Parish Council and in their absence the vice-chairman of the Parish Council, will deal with requests from the press/media and parish councillors should forward all requests to the Clerk/Chairman.

**40/22 TO RECEIVE AND ADOPT MARKYATE PARISH COUNCIL PRIVACY POLICY**

The MPC Privacy Policy was received and adopted.

**41/22 TO NOTE DATA PROTECTION OFFICER – GDPR**

It was noted that the Clerk/RFO has adopted this role.

**42/22 MARKYATE MONTHLY/TWITTER**

No report.

**43/22 CLERKS REPORT**

Nothing to report at this meeting.

**44/22 CORRESPONDENCE FOR INFORMATION ONLY**

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

**45/22 CIL PAYMENT**

No payment received for Markyate this year.

**46/22 BINS IN HICKS ROAD**

It was reported the bins were initially installed to stop fly tipping. DBC are willing to move the bins if a better near by site can be identified but the bins have recently been improved and look a lot better. The consensus is they are far enough from the surgery to not pose a problem. **Agreed** the bins in Hicks Road should remain in situ.

**No action**

**47/22 37A CAVENDISH ROAD**

After discussion, it was agreed with the suggestion made by DBC for a fence to be installed just across the back of 37A to prevent its use as a front access. The estimated cost is between £400 and £450 and they have requested the Parish Council pay half.

It was only to block rear of 37A Cavendish Road.

Cost to be divided between DBC and MPC

Proposed by Cllr S Pilkinton, seconded by Cllr A Sheelan, to pay half this amount, agreed unanimously.

**Action: Clerk**

**48/22 WORKS TO CEMETERY**

Following the previous works to the Cemetery, Minute 350.22.1, it was agreed to accept the quotation from John O'Conner as follows:-

Turf Cemetery 1,392 Sq. metres £9,513.21 including materials and labour.

It was proposed by B/Cllr Chapman and seconded by Cllr Peterson to accept the quotation for turfing from John O'Connors.

No further quotations were presented as the Parish Council considered the work should be completed by one company.

**Action: Clerk**

**49/22 PATH LEADING TO PEGGY'S FIELD**

Having approached 4 companies, only 1 quotation had been received from John O'Connors with 2 options,

- 1) Tarmac Path £9,000.00
- 2) Binding Gravel Path £5,000.00

It was proposed by Cllr Bunyan, seconded by B/Cllr Chapman to accept the option for the tarmac path @ £9,000.00.

It was noted the prices quoted are approximate.

RoSPA will be approached to seek advice on a safety barrier and handrail design to be agreed prior to commencement of works.

Action: **Clerk**

County Councillor Terry Douris was asked to give an update as follows:

He reported on the Dunstable bus and 15 students who had interest, now have their choice of school.

There being no other business the meeting closed at 9.17 pm

**Next meeting: 7 June 2022**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

	Type	Date	Num	Name	Memo	Amount
<b>HSBC - Precept Account</b>						
	Transfer	06/04/2022			Funds Transfer	-15,000.00
	Deposit	20/04/2022			Deposit	92,208.75
	Deposit	29/04/2022			Deposit	500.00
Total HSBC - Precept Account						77,708.75
<b>MPC Current a/c</b>						
	s Bill Pmt -Cheque	04/04/2022	Debit	Jam Crackers Ltd	IT support Apr	-22.50
	s Cheque	05/04/2022	DDebit	Dacorum Borough Council		-63.12
	s Bill Pmt -Cheque	06/04/2022	106015	Smith of Derby	New clock mechanism	-3,430.80
	s Bill Pmt -Cheque	06/04/2022	106014	Village Garden Services	Warden Mar	-2,096.64
	s Bill Pmt -Cheque	06/04/2022	BACS	HAPTC	Annualsubs 22-23	-901.78
	s Bill Pmt -Cheque	06/04/2022	BACS	Markyate Monthly Magazine	Advert 22-23	-140.00
	s Cheque	06/04/2022		Gemma Gittings	Deposit refund	-100.00
	Transfer	06/04/2022			Funds Transfer	15,000.00
	Deposit	13/04/2022			Deposit	2,255.50
	Deposit	13/04/2022			Deposit	51.90
	s Bill Pmt -Cheque	20/04/2022	Debit	British Gas	Electricity Charges -15/2/22-30/4/22	-2,656.27
	s Bill Pmt -Cheque	20/04/2022	Debit	HSBC UK	Bank Charges 2/2-1/3	-22.78
	s Bill Pmt -Cheque	20/04/2022	Debit	Jam Crackers Ltd	IT subs Apr	-39.36
	s Bill Pmt -Cheque	20/04/2022	BACS	Catercare catering Equipment Ltd	Oven & extractor repair	-601.62
	s Bill Pmt -Cheque	20/04/2022	BACS	Firelec Controls Ltd	Alarm service	-312.00
	s Bill Pmt -Cheque	20/04/2022	Debit	Intuit Ltd	Quickbooks desktop Support Apr	-46.80
	Deposit	21/04/2022			Deposit	100.00
	s Bill Pmt -Cheque	24/04/2022	Debit	Intuit Ltd	Quickbooks online Support Apr	-25.20
	Deposit	26/04/2022			Deposit	3,567.49
	s Bill Pmt -Cheque	26/04/2022	Debit	Hertfordshire County Council	Cleaning materials	-372.71
	s Cheque	28/04/2022		HMCTS	Attachment of Earnings Apr	-7.45
	s Cheque	29/04/2022		Sraff		-2,608.26
Total MPC Current a/c						7,527.60
<b>MPC NS &amp; I Investment a/c</b>						
Total MPC NS & I Investment a/c						
<b>MPC Petty cash</b>						
	Cheque	06/04/2022	413	Post Office	Stamps	-3.80
	Cheque	06/04/2022	412	Dunelm		-3.00
Total MPC Petty cash						-6.80
						<b>85,229.55</b>