

MARKYATE PARISH COUNCIL

MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 6 SEPTEMBER 2022 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.

Present: Cllr R Peterson, Acting Chairman, B/Cllr H Chapman, Cllr C Ononye, Cllr S Hakki, Cllr D Kao, Cllr A Sheelan. Mrs J Bissmire, Clerk/RFO

In attendance: No members of public.

91/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr P Bunyan, due to business commitments, and Cllr S Pilkinton due to holiday. No other apologies were received.

92/22 DECLARATIONS OF INTEREST

- a) To receive declarations of interest from councillors on items on the agenda
None
- b) To receive written requests for dispensations for declarable interests
None
- c) To grant any requests for dispensation as appropriate.
None

93/22 MINUTES OF THE 5 JULY 2022 PARISH COUNCIL MEETING AND 23 AUGUST 2022 EXTRAORDINARY MEETING.

- a) To confirm the Minutes of the Parish Council Meeting held on Tuesday 5 July 2022 as an accurate record of proceedings.
Resolved, proposed by Cllr A Sheelan, seconded by Cllr S Hakki that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.
Unanimously agreed.
- b) To confirm the Minutes of the Extraordinary Meeting on 23 August 2022, as an accurate record of proceedings.
Resolved, proposed by Cllr A Sheelan, seconded by Cllr S Hakki that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Acting Chairman.
Unanimously agreed.

94/22 RESIGNATION OF COUNCILLOR WAYNE CREWE-BROWN

The resignation of Councillor Crewe-Brown was received on 5 July 2022 to take immediate effect, due to moving out of the area.

95/22 PUBLIC COMMENTS AND QUESTIONS

No public present.

96/22 PLANNING DECISIONS

1	22/01045/FHA	Proposed Loft Conversion.	24 Ver Brook Avenue,	Withdrawn
2	22/00783/FHA	Ground floor side extension with flat roof over	8 Dammersey Close,	Grant
3	22/01090/FHA	First floor 2/3 width rear extension over existing ground floor back addition, with pitched roof over.	33 Cowper Road,	Refused
4	22/01353/FHA	Single storey side and rear extensions, and hip to gable roof extension with associated first floor alterations.	9 Parkfield	Grant
5	22/01718/LBC	Like for like roof repair. Jane Miller 21/07/2022 Withdrawn	Cavendish House, High Street,	Withdrawn
6	22/01367/FHA	Rear loft extension (Amended scheme). Laura Bushby 22/07/2022 Grant	26 Humbers Hoe,	Grant
7	22/01490/LBC	Repairs to the roof of the building.	Manor House, Manor	Grant

			Farm, Dunstable Road	
8	22/01562/FHA	Construction of a two storey and single storey rear extension	1 Long Meadow,	Grant
9	22/02102/FHA	Remodel the existing property and add a rear extension.	New Lodge, Dunstable Road, Markyate	Refused
10	22/02070/FHA	Demolition of existing garage and conservatory. Single storey side extension and conversion of loft space with new gable end. Four roof lights to front, two flat roof dormers and one roof light to rear. New main entrance to property via new side access. Replacement windows throughout. Internal Alterations. New hardstanding to front garden.	15 Dammersey Close,	Grant

97/22 PLANNING APPLICATIONS

To consider planning applications below:

1	22/02532/FHA	External and internal alterations to an existing dwelling	22/02532/FHA The Granary Manor Farm Dunstable Road	No objection
2	22/02531/FUL	New Residential Dwelling	33 Pickford Road	Objection: Over-development of site Constitutes infilling Contrary to policies laid down in our Parish Plan
3	22/02566/LBC	Changes to fenestration. Construction of greenhouse and change to internal flooring.	The Old Forge, 45 High Street	No objection
4	22/02565/FHA	Changes to fenestration. Construction of greenhouse and change to internal flooring.	the Old Forge, 45 High Street	No objection

98/22 ACCOUNTS FOR PAYMENT

To authorise the signing of cheques for payment and the signing of the Accounts schedule.

- a) **Resolved**, proposed by Cllr R Peterson, seconded Cllr C Ononye, to approve these payments. Unanimously agreed. The schedule of accounts listed the balances of the Parish Council's accounts as follows:

As at 31 July 2022

MPC Current Account	£ 14,981.54
HSBC [Precept Account]	£143,370.68
MPC Investment [NS&I]	£ 21,436.52
Petty Cash	£ 49.95
TOTAL	£179,838.69

As at 31 August 2022

MPC Current Account	£ 13,905.60
HSBC [Precept Account]	£143,370.68
MPC Investment [NS&I]	£ 21,436.52
Petty Cash	£ 70.95
TOTAL	£178,783.75

Schedules of July and August 2022 Monthly Payments – please see attached document

99/22 TO RECEIVE AND SIGN BANK RECONCILIATION

This was received and signed by the Acting Chairman.

Resolved, proposed by Cllr Ononye, seconded by Cllr Hakki.

Action: Clerk

100/22 TO RECEIVE AND NOTE FIRST QUARTER SPEND

This was received and signed by the Acting Chairman.

Resolved, proposed by Cllr Sheelan, seconded by Cllr Kao.

101/22 CLERK'S REPORT

It was reported Ringway will commence works to the lights leading to the Village Hall on 7 September 2022, hopefully connecting the tails, switching on and to test it to complete the job.

102/22 GREEN COMMUNITY TREE PLANTING DAY

Agreed, school to be contacted regarding convenient date, if necessary can children leave school slightly earlier on that day.

Action: Clerk

103/22 OVERGROWN FOOTPATHS

Noted, Footpath between Buckwood Road and Parkfield, (FP17) requires work to the uneven path, loose stones, and branches.

HCC Paths Officer to be contacted.

Noted, B/Cllr Chapman had been in contact with DBC to have these reviewed but that in the meantime residents should be encouraged to report problems using the Dacorum 'Report it' web page (<http://dacorum.gov.uk/home/do-it-online/report-it>), where possible also logging areas of concern with the Parish Council.

Action: Clerk

104/22 OVERGROWN TREES

Noted that there were extensive problems with overgrown trees across the village but that very few belonged to the Parish Council. The DBC 'Report It' page should also be used to report problems with trees.

A tree survey has been commissioned at Peggy's Field for autumn 2022.

No action

105/22 PARKING ISSUES AT GEORGE STREET

Noted due to parking, emergency vehicles cannot gain access, it was reported private planning applications need to be applied for, which is costly.

No action

106/22 QUEENS JUBILEE CELEBRATION

It was noted the expenditure for the Queens Jubilee Celebration totalled £2661.12.

107/22 PATH LEADING TO PEGGY'S FIELD

Various objectives and constraints for the barrier at the road edge were discussed, DBC to be asked to look at this and advise if possible.

Action: HC

108/22 PARKING ISSUES KING STREET, GEORGE STREET AND CLEVELAND ROAD

Deferred

109/22 37A CAVENDISH ROAD

After discussion, it was proposed to accept a tri-party agreement. The Parish Council will pay half the legal fees of £425.00 and the Parish Council will receive the £200 licence fee.

Agreed: If applicant does not wish to proceed with the access licence, the Parish Council will not pay half of the cost of putting up a fence to prevent access, that being £908.10

For: 4

Abstentions: 2

Motion Carried For tri-party Agreement and not to pay half of the costs to erect the fence.

It was noted:

- a) Only pedestrian access allowed onto Parish Council Land, only pedestrian access to be given to 37a Cavendish Road over land leased to the Parish Council.
- b) No night car parking on site, only pedestrian access to be granted in the tri-party agreement. A barrier required to prevent night parking.
- c) Second access from 37a Cavendish Road onto Village Hall driveway across Dacorum's property number 39 Cavendish Road, no second access to be granted.

Action: Clerk

110/22 THIRD YEAR INSURANCE RENEWAL

Noted, third year insurance renewal for £3,022.44. It was proposed by Cllr Peterson and seconded by Cllr Ononye, **unanimously agreed**.

No action.

111/22 MEMORIAL BENCH AT PEGGY'S FIELD.

A member of public requested a Memorial Bench to be placed at the far end area near the entrance from The Close.

Agreed, the maintenance and upkeep would be the responsibility of the family.

Action: Clerk

112/22 FENCE TO REAR VILLAGE HALLS

Noted, the railings will be the same height as the nearby play area, will consist of 2 areas with a fence in the middle, 3 gates by the fire exists.

B/Cllr Chapman has spoken with the DBC portfolio holder who will confirm shortly if this is agreed.

Action: HC

113/22 OVERHANGING TREES ON THE FOOTPATH ALONG A5183

To be reported on HCC website.

Action: Clerk

114/22 EXTRA 2 BINS ON CRICKET CLUB RECREATION GROUND

Agreed to purchase 2 bins on behalf of the Cricket Club, as this was not included in the 2022/2023 budget, to be taken from reserves.

Proposed by Cllr A Sheelan, seconded by Cllr C Ononye, **unanimously agreed**.

Action: Clerk

115/22 FOOTPATH BETWEEN BUCKWOOD ROAD AND PARKFIELD

See item 103/22

116/22 SAAA 2022 OPT-OUT COMMUNICATIIONS

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments. **All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

Agreed not to opt out.

No action.

117/22 WEBSITE SECURE SITE CERTIFICATE (SSL)

Noted and agreed

Installation and setup of secure site £165.00

Secure Site Certificate, 12-month renewals annually £ 85.00

Total £300.00 inc VAT

118/22 GRASS CUTTING BETWEEN COUNCIL MOWING

Noted, as the grass cutting season has almost ended, **agreed**, £450 to be included in 2022/23 MPC budget.

Noted, we are now urged not to cut grass due to decline in insects and wildlife.

Action: Clerk

119/22 PATH BY CELL PARK ON A5183

Noted, impassable due to trees in Cell Park infringing on A5183.

Agreed, Wall to be reported to DBC and overhanging trees on HCC website.

Action: HC/Clerk

**120/22 TO APPROVE AND ACCEPT NOTICE OF CONCLUSION OF AUDIT FROM EXTERNAL AUDITOR
FOR YEAR ENDED 31ST MARCH 2022**

It was noted the External Auditors report from PKF Littlejohn LLP dated 29 August 2022 has been received, confirming the accounts have been completed and have been published.

The Notice of conclusion of Audit has been displayed from 31 August 2022, the legal requirement being fulfilled.

On the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Action: Clerk/FO

There being no other business the meeting closed at 9.05 pm.

Next meeting: 4 October 2022

Signed: _____

Dated: _____

HSBC - Precept Account							
Total HSBC - Precept Account							
MPC Current a/c							
	s	Cheque	05/07/2022	DDebit	Dacorum Borough Council		-63.12
		Deposit	12/07/2022			Deposit	53.40
		Deposit	12/07/2022			Deposit	526.15
	s	Bill Pmt -Cheque	14/07/2022	Debit	British Gas	Electricity Charges 15/5-24/6	-363.47
	s	Bill Pmt -Cheque	14/07/2022	Debit	Intuit Ltd	Quickbooks Desktop Support Jul	-46.80
	s	Bill Pmt -Cheque	14/07/2022	106023	Village Garden Services	grass cutting & Warden Jun	-2,042.16
	s	Bill Pmt -Cheque	20/07/2022	BACS	amazon uk	Flagpole etc for Jubilee	-73.28
	s	Bill Pmt -Cheque	20/07/2022	BACS	Lidl	Supplies for Jubilee picnic	-162.88
	s	Bill Pmt -Cheque	20/07/2022	BACS	Ocado Retail Ltd	Paper plates, cake etc for Jubilee	-46.80
	s	Bill Pmt -Cheque	20/07/2022	BACS	S Pilkinton	Non Vat items for Jubilee	-169.18
	s	Bill Pmt -Cheque	20/07/2022	BACS	Dacorum Borough Council.	Eurobin rental 1/7 to 30/9	-298.67
	s	Bill Pmt -Cheque	20/07/2022	BACS	Andrew Farrow	Locum Clerk	-118.92
	s	Bill Pmt -Cheque	20/07/2022	BACS	Clear view Sound	Sound system for Jubilee	-90.00
	s	Bill Pmt -Cheque	20/07/2022	BACS	Hertfordshire County Council	Cleaning materials	-275.11
	s	Bill Pmt -Cheque	20/07/2022	BACS	Richard Peterson	Milage for jubilee	-25.20
		Deposit	21/07/2022			Deposit	10.00
		Deposit	21/07/2022			Deposit	65.18
		Deposit	21/07/2022			Deposit	295.60
		Deposit	21/07/2022			Deposit	76.75
		Deposit	21/07/2022			Deposit	536.75
		Deposit	21/07/2022			Deposit	508.50
		Deposit	21/07/2022			Deposit	3,008.50
		Deposit	21/07/2022			Deposit	76.40
		Deposit	21/07/2022			Deposit	157.85
		Deposit	21/07/2022			Deposit	96.80
		Cheque	21/07/2022		Life & Light Christian Fellow ship	Bounced cheque	-526.15
		Deposit	21/07/2022			Deposit	1,093.50
	s	Bill Pmt -Cheque	21/07/2022	BACS	CDA for Herts	membership 21/22	-36.00
	s	Bill Pmt -Cheque	21/07/2022	BACS	Glasdon UK Ltd	Replacement bins	-479.38
	s	Bill Pmt -Cheque	23/07/2022	Debit	HSBC UK	Bank Charges Jun	-14.00
	s	Bill Pmt -Cheque	23/07/2022	Debit	Intuit Ltd	Quickbooks Online Support Jul	-24.00
	s	Bill Pmt -Cheque	23/07/2022	Debit	Jam Crackers Ltd	IT subs Jul	-39.36
	s	Bill Pmt -Cheque	27/07/2022	106025	Minster Cleaning Services	Cleaning & materials June & July	-1,100.41
	s	Cheque	27/07/2022		HMCTS	Attachment of Earnings Jul	-11.33
	s	Cheque	27/07/2022		staff	payroll top up	-2,777.08
	s	Bill Pmt -Cheque	27/07/2022	BACS	Nisbets	cutlery	-28.72
		Deposit	29/07/2022			Deposit	38.20
Total MPC Current a/c							-2,268.44
MPC NS & I Investment a/c							
Total MPC NS & I Investment a/c							
MPC Petty cash							
		Cheque	23/07/2022	422	Post Office	Signed for letter	-1.05
Total MPC Petty cash							-1.05
							-2,269.49

HSBC - Precept Account							
Total HSBC - Precept Account							
MPC Current a/c							
	s	Bill Pmt - Cheque	03/08/2022	Debit	British Gas	Electricity Charges 25/6- 14/7	-344.26
		Deposit	03/08/2022			Deposit	3,008.50
	s	Cheque	04/08/2022		Sheila Pilkington	Deposit refund	-100.00
	s	Cheque	05/08/2022	DDebit	Dacorum Borough Council	garage rental Aug	-63.12
	s	Bill Pmt - Cheque	09/08/2022	Debit	BT plc	Phone/Broadband jul-sept	-461.13
	s	Cheque	11/08/2022	106027	Cash	replenish petty cash	-100.00
	s	Bill Pmt - Cheque	11/08/2022	BACS	Screwfix	Lighting tubes and padlock	-45.93
		Deposit	12/08/2022			Deposit	3,011.26
		Deposit	12/08/2022			Deposit	15.35
	s	Bill Pmt - Cheque	19/08/2022	BACS	Breakthrough Communications	Training for SH	-36.00
	s	Bill Pmt - Cheque	20/08/2022	Debit	HSBC UK	Bank Charges Jul	-17.13
	s	Bill Pmt - Cheque	20/08/2022	Debit	Intuit Ltd	Quickbooks support Aug	-70.80
	s	Bill Pmt - Cheque	23/08/2022	BACS	amazon uk	New bin and sink drainer	-117.88
		Deposit	24/08/2022			Deposit	96.80
	s	Cheque	25/08/2022		staff	payroll	2,137.49
	s	Cheque	25/08/2022		HMCTS	Attachment of Earnings Jun	-7.62
	s	Bill Pmt - Cheque	26/08/2022	Debit	British Gas	Electricity Charges 14/7- 12/8	-339.24
		Deposit	27/08/2022			Deposit	176.46
		Deposit	27/08/2022			Deposit	114.60
		Deposit	27/08/2022			Deposit	46.05
	s	Cheque	30/08/2022		Hertfordshire County Council	PENSION Aug	-518.77
	s	Bill Pmt - Cheque	31/08/2022	BACS	Minster Cleaning Services	Cleaning & materials August	-894.08
Total MPC Current a/c							1,215.57
MPC NS & I Investment a/c							
Total MPC NS & I Investment a/c							
MPC Petty cash							
		Cheque	11/08/2022	106027	Cash	Replenish Petty cash	100.00
		Cheque	26/08/2022	423	B & Q		-79.00
Total MPC Petty cash							21.00
							1,236.57