

## MARKYATE PARISH COUNCIL

### **MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 1 NOVEMBER 2022 AT 7.30PM IN THE Y2K HALL, MARKYATE, HERTS, AL3 8PS.**

**Present:** Cllr P Bunyan, Chair, Cllr R Peterson, B/Cllr H Chapman, Cllr S Pilkinton, Cllr S Hakki, Mrs J Bissmire, Clerk/Responsible Financial Officer.

**In attendance:** 3 members of public.

#### **141/22 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Kao due to business commitments, Cllr Styles due to personal reasons and Cllr A Sheelan due to personal reasons.

#### **142/22 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

#### **143/22 MINUTES OF THE 4 OCTOBER 2022 PARISH COUNCIL MEETING**

To confirm the Minutes of the Parish Council Meeting held on Tuesday 4 October as an accurate record of proceedings.

**Resolved**, proposed by Cllr S Pilkinton, seconded by Cllr R Peterson that these Minutes be **agreed** as a true and accurate record of the proceedings and be duly signed by the Chairman.  
Unanimously agreed.

#### **144/22 MINUTES OF THE HALLS COMMITTEE MEETING HELD ON 9 AUGUST 2022**

Received and noted.

#### **145/22 RESIGNATION OF CLLR SHEELAN ON THE HALLS COMMITTEE**

Noted the resignation of Cllr Sheelan from the Halls Committee with immediate effect.

#### **146/22 PUBLIC COMMENTS AND QUESTIONS**

Representations were heard from a member of the public regarding planning application 22/00371/MFA, Caddington Hall, Luton Road. More trees planned to be removed, further exacerbating the view of the proposed development. In 2017 a very large tree clearance program was carried out removing 2.7 acres of trees and further tree removal is not acceptable.

No flat roofed properties in Markyate, the proposal is of a double storey with pitched tile roofs.

The car parking proposed, and buildings would be visible from surrounding public footpaths. The local bus service is poor, causing more congestion.

Borough Councillor Jane Timmis said she fully supports the comments made.

No prosecutions were made as time expired.

#### **147/22 PLANNING DECISIONS**

1	22/02292/FHA	Single storey front extension, replacement roof to existing single storey rear extension, with alterations.	14 Parkfield,	Grant
2	22/00454/RET	Conversion of a garden Summerhouse to a Beauty Therapy room.	17 High Street,	Grant
3	22/02368/FHA	Single storey rear extension.	43 High Street,	Grant

#### **148/22 PLANNING APPLICATIONS**

To consider planning applications below:

148/22 To consider planning applications below:

1	22/02957/FUL	Change of use of ground and first floors from surgery / health centre to 5No. Residential flats together with associated external alterations and operational works to create car and cycle parking and associated landscaping.	Unit 1, Richmond Square Hicks Road	Objection
2	22/02932/TPO	Felling of tree	Water Tower Luton Road	Objection, no healthy trees should be felled.
3	22/00371/MFA	Demolition of former residential care home (C2) and 2 detached dwelling houses (C3) and construction of 4 x 2 Storey buildings forming 34 flats (12 affordable dwellings) with associated hard and soft landscaping, parking, bin store and main entrance gateway.	Caddington Hall, Luton Road	Objection Trees should not be taken down. All trees need to be surveyed, maintained, and remain where possible. DBC to look with view to stopping felling. we have major concerns. Resident states many trees With TPOs have been lobbied. Concern regarding access road, from Luton Road and mini roundabout suggested as condition of exit. Road issues, all blocks need local parking
4	22/02941/ROC	Variation of condition 4 (parking spaces) attached to planning permission 4/00655/19/FUL (Change of use of unit 2 (class a1/a2/a3/a4 and b1) to 3 no. Residential units, together with associated external alterations and provision of parking)	Richmond Square, Hicks Road	Objection Insufficient parking, this will add more traffic congestion. Concern regarding parking.
5	22/03157/FHA	Remodel the existing property and addition of rear extension.	New Lodge, Dunstable Road,	Objection as previously stated. English Heritage comment still valid.

#### 149/22 ACCOUNTS FOR PAYMENT

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

- a) **Resolved**, proposed by Cllr S Pilkinton, and seconded Cllr S Hakki, to approve these payments. Unanimously **agreed**. The schedule of accounts listed the balances of the Parish Council's accounts as follows:  
As of 31 October 2022

MPC Current Account	£ 12,156.57
HSBC [Precept Account]	£128,411.47
MPC Investment [NS&I]	£21,436.52
Petty Cash	£59.82
<b>TOTAL</b>	<b>£162,064.38</b>

**Action: Clerk**

**Schedule of October 2022 Monthly Payments – please see attached document**

#### 150/22 BANK RECONCILIATION

To receive and sign bank reconciliation, document circulated. This was received and signed by the Chairman.

**Resolved**, proposed by Cllr Peterson, seconded by Cllr Hakki.

**Action: Clerk**

#### 151/22 SECOND QUARTER SPEND

Received and noted second quarter spend is £45,236.00 against a budget of £100,248.00.

**Proposed** by Cllr R Peterson, seconded by Cllr S Pilkinton.

£87,245.00

#### 152/22 APPOINTMENT OF INTERNAL AUDITOR

**Proposed** by Cllr P Bunyan, seconded by Cllr Pilkinton, and unanimously **agreed** to continue with the rolling agreement with Etaerio Ltd and to accept the Option 2: PG2021 Expanded Programme.

**Action: Clerk**

**153/22 CLERK'S REPORT**

No report at this meeting.

**154/22 GREEN COMMUNITY TREE PLANTING DAY**

**Noted** the Community Day held on 3 November 2022, was attended by the children from the after-school club who planted 2 trees with the supervision of Majestic Trees. 4 trees in total were planted. Councillors also attended to complete the day.

**No action**

**155/22 WORKS TO TREES IN PEGGY'S FIELD**

Specification to be sent out to tender as marked on the Tree Inspection report after site visit with Tree Specialist and Councillor

**Action: RP/Clerk**

**156/22 CHRISTMAS LIGHTS**

**Noted**, registration form completed and all documents ready for sending to Ringway.

Majestic Trees will be contacted to request a donation of a Christmas Tree on the Fire Station forecourt.

**Action: SH/Clerk**

**157/22 SCHEME OF DELEGATION**

Noted, approved and adopted.

**Action: Clerk**

**158/22 PARISH COUNCIL OFFICE CHRISTMAS OPENING HOURS.**

**Agreed**, office open until 2:00pm on Thursday 22 December 2022 and reopening on Tuesday 3 January 2023.

**Action: Clerk**

**159/22 WORKS TO MARKYATE CEMETERY**

**Noted**, area has been levelled and dressed, ready for turfing on 7 November 2022.

**Noted**, Rev J Burke has started the process of closing the St John the Baptist Church.

**160/22 BARRIER WORK TO PATH LEADING TO PEGGY'S FIELD**

**Noted**, B/Cllr Chapman has sourced information from 2 councils who have installed barriers which permit access by emergency services, information to be obtained. On going

**Action: Clerk**

**161/22 MICROPHONE FOR VILLAGE HALL**

A demonstration was given of a PA system to provide better sound for hirers.

**Agreed**, to purchase this s a cost of £250.00

**Proposed** by Cllr P Bunyan, seconded by Cllr S Pilkinton

**Action: RP**

**162/22 RETENTION OF RECORDS POLICY**

**Noted** and reviewed with no changes.

**Action: Clerk**

**163/22 RESIGNATION OF CARETAKER**

**Noted**, the Caretaker gave notice and left on 29 September 2022

A new Caretaker commenced duties on 12 October 2022 on a 3-month trial basis.

**Action: Clerk**

**164/22 PLATINUM JUBILEE MUGS**

**Noted**, to advertise remainder of mugs are available to residents in Markyate, if any remain, will be donated to resident at Sursham Court.

**Action: SH**

**165/22 GRIT BINS**

**Proposed** by Cllr Hakki, seconded by Cllr S Pilkinton to purchase 4 Grit Bins as following locations: -  
Corner Wood, Cavendish Road/Buckwood Road end, North Court, Sursham Court.  
To be purchased as an emergency item.

**Action: Clerk**

**166/22 TRAFFIC ISSUES IN VILLAGE**

**Deferred.**

There being no other business the meeting closed at 9.40 pm.

Next meeting: 6 December 2022

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

Dated: \_\_\_\_\_

	Type	Date	Num	Name	Memo	Amount
<b>HSBC - Precept Account</b>						
	Transfer	06/10/2022			Funds Transfer	-15,000.00
Total HSBC - Precept Account						-15,000.00
<b>MPC Current a/c</b>						
	Bill Pmt -Cheque	02/10/2022	BACS	S J Locks	Code locks and new cupboard lock	-475.00
	Deposit	03/10/2022			Deposit	50.00
	Cheque	04/10/2022		Hertfordshire County Council	PENSION Aug	-613.53
	Bill Pmt -Cheque	04/10/2022	BACS	British Gas	Electricity Charges 13/8-14/9	-487.75
	Bill Pmt -Cheque	04/10/2022	Debit	Intuit Ltd	Quickbooks desktop Support Oct	-46.80
	Cheque	05/10/2022	DDebit	Dacorum Borough Council	Garage rental Oct	-63.12
	Transfer	06/10/2022			Funds Transfer	15,000.00
	Deposit	06/10/2022			Deposit	26.70
	Bill Pmt -Cheque	07/10/2022	BACS	Etaerio Ltd	Inv-0046 Internal Audit 21/22	-600.00
	Bill Pmt -Cheque	07/10/2022	BACS	S J Locks	New snib lock	-120.00
	Deposit	07/10/2022			Deposit	17.06
	Deposit	07/10/2022			Deposit	222.25
	Deposit	07/10/2022			Deposit	73.35
	Bill Pmt -Cheque	11/10/2022	BACS	Dacorum Borough Council.	Manned refuse vehicle 1/10/22	-472.77
	Cheque	11/10/2022	106033	Cash	replenish petty cash	-100.00
	Deposit	12/10/2022			Deposit	43.45
	Bill Pmt -Cheque	20/10/2022	BACS	Dacorum Borough Council.	Premises Licence 22-23	-180.00
	Bill Pmt -Cheque	20/10/2022	BACS	Firelec Controls Ltd	Extinguisher Service& replacement exting	-314.10
	Bill Pmt -Cheque	20/10/2022	BACS	Majestic Trees	Trees for new cemetery	-1,003.80
	Bill Pmt -Cheque	20/10/2022	Debit	Intuit Ltd	Quickbooks online Support Oct	-24.00
	Bill Pmt -Cheque	21/10/2022	Debit	Jam Crackers Ltd	IT subs Oct	-39.36
	Bill Pmt -Cheque	21/10/2022	BACS	Hertfordshire County Council	Cleaning materials	-157.60
	Bill Pmt -Cheque	21/10/2022	BACS	Odyssey Education	New laptop for FO/HA	-582.97
	Bill Pmt -Cheque	21/10/2022	106034	Village Garden Services	grass cutting & Warden Sep	-1,831.32
	Deposit	21/10/2022			Deposit	3,413.50
	Deposit	21/10/2022			Deposit	423.75
	Deposit	21/10/2022			Deposit	46.05
	Deposit	21/10/2022			Deposit	95.50
	Deposit	21/10/2022			Deposit	121.10
	Deposit	21/10/2022			Deposit	74.60
	Bill Pmt -Cheque	23/10/2022	Debit	HSBC UK	Bank Charges Oct	-11.00
	Cheque	26/10/2022		HMCTS	Attachment of Earnings Oct	-4.15
	Bill Pmt -Cheque	27/10/2022	BACS	Minster Cleaning Services	Cleaning & materials Oct	-894.08
	Bill Pmt -Cheque	27/10/2022	Debit	Information Commissioner	Data protection 22/23	-35.00
	Cheque	27/10/2022		Staff	Pay October	-2,862.32
	Cheque	27/10/2022		Hertfordshire County Council	PENSION Oct	-402.48
	Bill Pmt -Cheque	27/10/2022	BACS	Patpro UK	payroll SO	-85.45
	Bill Pmt -Cheque	27/10/2022	Debit	Jam Crackers Ltd	IT support Oct	-96.00
	Deposit	28/10/2022			Deposit	300.00
	Deposit	31/10/2022			Deposit	112.25
Total MPC Current a/c						8,516.96
<b>MPC NS &amp; I Investment a/c</b>						
Total MPC NS & I Investment a/c						
<b>MPC Petty cash</b>						
Page 5 of 5	Cheque	11/10/2022	106033	Cash	Replenish Petty cash	100.00
<b>1 November 2022</b>	Cheque	21/10/2022	424	The Hertfordshire Garden Cen	Plants & Soil for planters	-108.28
<b>Parish Council Meeting</b>	Cheque	21/10/2022	425	Post Office	Signed for letter	-2.85
Total MPC Petty cash						-11.13
						<b>-6,494.17</b>