

Furneux Pelham Parish Council Meeting

7/7/2016
20:00
Village Hall

Notice is hereby given of the above meeting for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Fiona Forth, Parish Clerk 1/7/16

Note taker: Clerk

Councillors: S Bratt, C Cantes, R Gale, E Rowland, H Smart, D White

Agenda

1) Apologies	To receive and approve apologies for absence.	
2) Adoption of previous minutes	To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 19 May 2016	All
3) Declarations of interest	To receive any Councillors' declarations of interests specific to any agenda item.	All
4) Matters arising	<ul style="list-style-type: none"> a) Fixed assets - quotes for maintenance jobs b) Website - update on changes c) Community support network - insurance and police clearance d) Violets Lane - 4x4 issue e) Transparency Code - application for funding f) Barleycroft works - update g) Allotments - school advertising - see Item 9 below 	<ul style="list-style-type: none"> Clerk Clerk Chair E Rowland Clerk Clerk
5) Parishioner feedback	Discuss feedback from Annual Parish Assembly & Annual meeting and develop action plan	All
6) Finance	<ul style="list-style-type: none"> a) Update on current financial position b) Expenditure <ul style="list-style-type: none"> • payments made since last meeting Clerk's expenses, £140 approved, actual £94.32 CDA Herts, membership (per budget) £30.00 • to be approved and cheque signed Clerk's expenses £21.64 • to be approved for cheque to be signed when due Clerk's salary, July £155.63 Clerk's salary, August £155.63 • to approve spending limit for fixed asset maintenance jobs c) New salary scale d) Update on external audit e) Donation to the Toddler Group 	Clerk
7) Common land	Management of the common land	Chair
8) Governance documentation	Annual review and re-approval	Clerk
9) Allotments	Progress update	D White

10) Village Hall Committee	Update from Parish Council representative	D White
11) Correspondence	a) Planning applications b) Communications to Parish Clerk c) Communications to or from Councillors	Clerk Clerk Councillors

Minutes

Present: Cllrs S Bratt (SB), C Cantes (CC), R Gale (RG), H Smart (HS), D White (DW)

30 members of the public; C Cllr G McAndrew and D Cllr G Williamson arrived at 9.15pm

Substitute clerk: Colin Marks. (Clerk Fiona Forth had given Colin Marks reports on various agenda items which he presented to the meeting on her behalf).

1) Apologies

None: all standing councillors present. The Chairman announced that Cllr E Rowland had resigned due to work pressure. The statutory notice from East Herts inviting 10 parish electors to request an election is on the notice boards. If the election request deadline of 25 July passes without such a request, the Parish Council will co-opt to fill the vacancy as soon as practicable.

2) Adoption of previous minutes

It was unanimously **RESOLVED to approve the Minutes of the Parish Council meeting held on 19 May 2016 as a true and accurate record as drafted.** The Chairman signed the Minutes.

3) Declarations of interest

Cllr R Gale declared a pecuniary interest in respect of agenda item 7, the common land.

4) Matters arising

- a. Fixed assets - The Clerk is seeking quotes for the necessary work. No one responded to a post on the village facebook page. **Action: Clerk**
- b. Website - Ongoing, and there have been number of new developments. Work continues to develop the community aspect of the site and thanks were extended to Michelle Eyres-Rose for her help with this. **Action: Clerk**
- c. Community support network - In seeking to set up this network. the Parish Council will implement the full range of CRB/DBS checks, police advice/approval, insurance cover, and risk assessments for participants as appropriate. A brief article will be placed on the website to enable assessment of public opinion as to the need and potential of this initiative. **Action: CC/Clerk**
- d. Violets Lane - Cllr Rowland was the lead on this, but since he has resigned the issue has not been pursued. The damaged signs are being reinstated.
- e. Transparency Code - The application for a further grant has been approved and £248.71 will be paid in due course. This is £2.45 more than previously reported due to the recent salary scale increase.
- f. Barleycroft works - An acknowledgement has finally been received from EHC. It was agreed that the Clerk would draft a letter arranging a meeting at Wallfields to meet with Planning Enforcement to ensure that the site complies with existing planning consents. **Action: Clerk**
- g. Allotments - See agenda item 9 below

5) Parishioners' feedback

The Clerk has drafted a full action plan covering the items raised at the Annual Meeting in May. It was unanimously **RESOLVED to accept the draft action plan**. The Plan will be published and the various identified issues will begin to be addressed. **Action: Clerk**

1. **Whitebarns Lane** and the cul-de-sac was discussed, for which reason a large number of parishioners attended. Responding to complaints about the potholes, a harsh and insensitive letter sent to residents from the Rights of Way Officer had caused much anxiety since it might be construed that an impossibly heavy financial burden could be imposed on residents if the Lane were to be upgraded and suitably surfaced. The arguments set out in the letter were vigorously refuted. 50% of the cul-de-sac is social housing. It is not only residents that use the Lane; heavy EH service trucks and emergency and community vehicles use it, and school parking takes place there, meaning that the damage caused is outside the control or responsibility of residents.

An appeal was made for anyone who had any form of documentation or record that EHC had maintained the road in the past since precedent could be an important argument that EHC had adopted responsibility for maintenance in the past. There was a call for both the residents and the Parish Council to fight Highways on this. It is becoming increasingly difficult for emergency services to access the houses, and it could soon become impossible for them to do so. Vehicles are now being damaged by hitting the potholes, which are very large. Immediate action is needed. Double parking is to be discouraged in the cul-de-sac.

It was unanimously **RESOLVED that the Parish Council would, in conjunction with residents, seek to produce a plan for the road to be adopted**. **Action: HS & CC**

A parishioner thanked everyone for their support at the meeting.

2. **Frequency of Parish Council Meetings**. Following a proposal, by a vote of 4 to 1 it was **RESOLVED that the Parish Council would continue to meet every two months and to call Extra-ordinary Meetings when necessary**. Cllr Bratt asked for it to be recorded that he opposed the motion.

6) Finance

a. Update on the current financial position

A statement of the budget to actual comparison as at 7 July return was received. The financial position is on target to date.

b. Expenditure

- Payments since the last meeting were noted as per the agenda
- It was unanimously **RESOLVED to approve the Clerk's expenses**. The cheque and covering sheet were duly signed.
- It was unanimously **RESOLVED that the Clerk's salary cheques for July and August, as noted on the agenda, be signed when due**.

- It was unanimously **RESOLVED to set a spending limit of £300 for fixed asset maintenance jobs, and to delegate powers to the Clerk to organise the work up to that limit.** **Action: Clerk**
- c. The new salary scale
The new scale was noted and would be implemented in accordance with the NJC agreement. It was noted that the Clerk is working more than her contracted hours and that she should be paid accordingly. In order to monitor this, the Chairman would ask the Clerk to keep a timesheet. The Council to review contracted hours in due course. **Action: CC/Clerk**
- d. External Audit update
The Clerk would be chasing BDO to sign off the audit upon her return. **Action: Clerk**
- e. Donation to the Toddler Group
It was **RESOLVED to donate £60 forthwith to cover the outstanding amount due for the Village Hall hire.** It was agreed to ask for more details about the Group's solvency plans and to invite a leader from the Group to attend the next PC meeting to discuss these. The Group does not meet during the summer holidays. **Action: DW**

7) Common Land

Having declared a DPI in this matter, Cllr Gale left the room at 9.05pm. The Chairman said he also had an interest, but not a DPI. Nevertheless, he handed over to Cllr Smart to lead on this item.

Cllr Smart said there had been a lot of detailed email correspondence from Mr Lee (who was present), including some this very day. Within the time available, it had not been possible to look into the detailed points raised. Common Land issues had been discussed for some time. Cllr Smart noted that the Council's Minutes had been made available to Mr Lee. The Parish Council was not in a position to comment on the adverse possession application.

Cllrs G McAndrew and G Williamson arrived at 9.15pm.

Mr Lee was invited to address the meeting. He explained how the question of the management of the Common Land arose. He asserted that the Parish Council does not have, and cannot have, a responsibility or duty to manage the Common. It was acknowledged that the Common is not a Conservation Area.

Cllr Smart said he would liaise with Mr Lee and other residents to determine what the Parish Council's responsibilities are and what its involvement should be. **Action: HS**

Cllr Gale returned to the meeting at 9.20pm

8) Governance documents

It was agreed that the various Governance Policies would be reviewed at the September meeting. **Action: Clerk**

9) Allotments

Cllr White: The all-weather footpath will be done on October with a capital grant of £1,500 from EHC. Vacant plots advertised on the Albury and Stocking Pelham pages - no response received. The school will be contacted. **Action: DW**

10) Village Hall Committee

Cllr White: The bank balance is healthy. However, the Committee is concerned should any major expenditure be required, for example on the roof. Safety checks were recently carried out on all the electrics and it passed the fire inspection. The next event on 10th September will be for refurbishing the kitchen. A parishioner asked whether a window could be put in the kitchen to improve the light. **Action: DW**

11) Correspondence

a. Planning applications

No new planning applications received. Approval was granted for the barn at the riding school. Details are available on EHC website. A direct link to the East Herts Planning website will be available on the Parish Council's website.

b. Communications to Parish Clerk

All communications have been covered under other agenda items.

c. Communications to or from Councillors

As discussed at the meeting, plus information about new flight paths from Stop Stansted; this did not particularly impact the parish.

For the next agenda: Water ingress and flooding at the Whitebarns flats. **Action: Clerk**

The Chairman gave a reminder of the Parish Councillor Vacancy, thanked everyone for attending, and closed the meeting at 9.40pm.

The next meeting is on **15th September 2016**

Signed.....dated.....