

Furneux Pelham Parish Council Meeting

03/03/2016
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 26/2/16

Note taker: Clerk

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

Agenda

1) Apologies	S Bratt	
2) Adoption of previous minutes	To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 7 January 2016	All
3) Declarations of interest	To receive any Councillors' declarations of interests	All
4) Matters arising	<ul style="list-style-type: none"> a) Stones for The Street - financial estimates b) Allotment footpath funding - no action til May 2016 c) Litter picking - signed contract d) Donations policy - no action til July 2016 e) Annual review of fixed assets - review and fixed asset register f) Website - approval to go live g) Allotment fees - see Finance below h) Community support network - set up i) Violets Lane - 4x4 issue 	<ul style="list-style-type: none"> Chair N/a Clerk N/a Chair Clerk Clerk N/a Chair E Rowland
5) Finance	<ul style="list-style-type: none"> a) Update on current financial position b) Expenditure <ul style="list-style-type: none"> • to be approved and cheque signed <ul style="list-style-type: none"> Fred Knight, litter picking £68.25 Clerk's expenses £32.60 • to be approved but note to be disputed <ul style="list-style-type: none"> Affinity Water, allotments £57.85 • to be approved for cheque to be signed when due <ul style="list-style-type: none"> Clerk's salary, March £158.02 Clerk's salary, April £155.63 • approved previously, cheque to sign <ul style="list-style-type: none"> Clerk's salary, January £158.02 Clerk's salary, February £158.02 c) Donation request - Stop Stansted Expansion membership, prior year £25, minimum £10 d) Allotment fees 	Clerk
6) AGM	Determine the format for the AGM on 19 th May	Chair
7) Housing need	Determine if need to undertake housing need survey	Clerk

8) Future meeting dates	To agree dates of future meetings. Dates proposed are 7 th July 2016; 8 th September 2016; 3 rd November 2016; 5 th January 2017; 2 nd March 2017 and 4 th May 2017	Clerk
9) Allotments	Progress update	D White
10) Village Hall Committee	Update from Parish Council representative	D White
11) Correspondence	<ul style="list-style-type: none"> a) Planning applications b) Communications to Parish Clerk c) Communications to or from Councillors 	<ul style="list-style-type: none"> Clerk Clerk Councillors

Minutes

1) Apologies

Apologies received from S Bratt and E Rowland.

2) Adoption of previous minutes

The minutes from the meeting held on 7 January 2016 were adopted unanimously.

3) Declarations of interest

No declarations of interest made.

4) Matters arising

- a. Stones for The Street -Chair identified from another Parish Council that the cost of 3 boulders on a grass verge cost £278.40. For Furneux Pelham, 5 boulders would be needed at a cost of around £500. Considered that timber posts would get damaged. Discussed whether a need because of permanent damage or just to make the area look good. On balance, decision was for the latter. However, further information to be sought on whether Highways would allow it as they owned the land and what the position would be in terms of liability should a vehicle hit the boulders. **Action: Chair**
- b. Allotment footpath funding - no action til May 2016
- c. Litter picking - contract has been signed.
- d. Donations policy - no action til July 2016
- e. Annual review of fixed assets - Chair and R Gale undertook a maintenance review of the Parish Council's assets. This identified a number of small jobs to be done. Listing provided. Quotes to be obtained. **Action: Clerk**
Existing fixed asset register compared to previous asset maintenance reviews, previous year accounts and invoices to identify any assets not recorded. An updated register with queries tabled. Queries resolved. Question asked as to whether the allotment fencing could be gifted to the Allotment Association. **Action: Clerk**
- f. Website - overall, website considered good. Issue raised regarding using a picture of the village sign in the header. Spelling of the village name on the sign is not the same as that for the Parish Council. Agreed that this should be changed to the church clock. D White to take photo. Subject to change, website approved to go live. **Action: D White (photo) and Clerk (website)**
- g. Allotment fees - see Finance below
- h. Community support network - Chair consulted with HAPTC. Other villages in the County, larger than Furneux Pelham, have a network in place. Three issues highlighted:
 - 1] Need to have insurance cover for any potential problems;
 - 2] People involved in helping need to have police clearance; and
 - 3] One person needs to be principal co-ordinator.Further investigation to be undertaken in relation to the first two points. **Action: Clerk**
- i. Violets Lane - deferred to next meeting as E Rowland absent.

5) Finance

a. Update on current financial position

Current financial position, as circulated, noted. The Clerk highlighted one new area of overspending - litter picking and grass cutting. Although overspent, current year expenditure does reflect one year's work. Budget had been simply based on 2014/15 expenditure.

The Clerk highlighted the likely changes to the financial position before the year end. In addition, to comply with Financial Regulations, R Gale will review the annual bank reconciliation in early April. **Action: R Gale**

For the coming financial year, notification has been received that the new homes bonus will be £610 more, £2,597 in total. However, going forward, the government is introducing a change which makes it likely that the bonus will be payable over 4 years in future instead of 6 years.

b. Expenditure to be approved

Expenditure, as noted on the agenda, approved and cheques signed as necessary, together with hall hire for £36. In addition, on the off-chance that East Herts Council provide the bill for election costs, approval given for payment provided below £100.

c. Donation requests

Donation request from Stop Stansted Expansion considered. Agreed to donate £10.

d. Allotment fees

Agreed to maintain allotment fees at the current level of £35 for a full plot and £17.50 for a half plot.

6) AGM

Number of suggestions were discussed for the format of the AGM. An informal approach, with drinks and nibbles, agreed to obtain views from the village residents regarding what the Parish Council should focus on. Also opportunity to be clear about what the Parish Council does, particularly in relation to planning applications. The fact that there is funding to support local events to be advertised. Needs to be remembered that there are formal actions required at the AGM.

Style, content and purpose of the meeting to be advertised to encourage attendance. **Action: Clerk**

7) Housing need

The last housing need survey was undertaken in October 2005 which identified a small but significant need for affordable housing. Discussions with East Herts Council indicated that there is a waiting list for undertaking these surveys. Survey is only of benefit if pursuing a neighbourhood plan or to start a process for identifying land for development and taking that forward. Both of which are lengthy processes.

At the last meeting, East Herts Council draft strategic land availability assessment was discussed. Only 1 site was identified as being available for development. A planning application in respect of this land has been submitted for the building of 5 houses. The application does not make it clear whether this includes affordable housing. **Action: Clerk to enquire**

Based on this information, decision made to not pursue a housing survey. If a person is seeking affordable housing, they need to get in touch with East Herts Council.

8) Future meeting dates

Dates, as noted on the agenda, agreed apart from the 8th September 2016. Subject to the Village Hall being available, date changed to the 15th September.

9) Allotments

D White provided an update. Another half plot has been rented. No more fees will be received for this year. No lottery funding can be sought as the Parish Council does not hold a 99 year lease on the land. AGM start time on the 17th March is now 7pm.

10) Village Hall Committee

Update from D White. Main body of the hall will be painted over Easter.

11) Correspondence

a. Planning applications

Planning applications and decision notices have been circulated to all Parish Councillors. These are all available on East Herts Council website. In future, these will also be included on the Parish Council website, together with information on planning rules that the Parish Council comply with. **Action: H Smart and Clerk**

b. Communications to Parish Clerk

All communications have been covered under other agenda items.

c. Communications to or from Councillors

D White highlighted issue raised by a mother using Whitebarns Lane for parking in respect of the school. The parishioner is contacting the housing association. Letter has been sent to a resident regarding the cutting of trees on East End Green without Parish Council permission, particularly as it is conservation area.

The meeting ended at 21:25.

The next meeting is on **19th May 2016, starting with the AGM at 7:30pm**