

Furneux Pelham Parish Council Meeting

19/05/2016
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 13/5/16

Note taker: Clerk

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

Agenda

1) Apologies	Edward Rowland	
2) Adoption of previous minutes	To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 3 March 2016	All
3) Declarations of interest	To receive any Councillors' declarations of interests	All
4) Matters arising	<ul style="list-style-type: none"> a) Allotment footpath funding - application for grant b) Stones for The Street - Highways permission and liability issues c) Fixed assets - quotes for maintenance jobs d) Allotment deer fencing - gifting to the Allotment Association e) Website - photo for header and make live on internet f) Community support network - insurance and police clearance g) Violets Lane - 4x4 issue h) Bank reconciliation - year end review i) AGM - advertising j) Housing need - affordable housing in development 	<ul style="list-style-type: none"> Clerk Chair Clerk Clerk Clerk Clerk E Rowland R Gale Clerk Clerk
5) Councillor responsibilities	Determine roles and responsibilities	All
6) Finance	<ul style="list-style-type: none"> a) Approve the Annual Governance Statement for 2015/16 b) Approve the Accounting Statement, and detailed account, for 2015/16 c) Note Annual Internal Audit Report for 2015/16 d) Update on current financial position e) Expenditure <ul style="list-style-type: none"> • payments made since last meeting HAPTC, subscription (per budget) £298.34 • to be approved for payment when finalised Insurance, no more than £300.00 Clerk's expenses, no more than £140.00 • to be approved for cheque to be signed when due Clerk's salary, May £155.63 Clerk's salary, June £155.63 f) Donation request - Magpas air Ambulance g) Car park fees - determine level h) Transparency Code - approve funding application 	Clerk
7) Barleycroft works	Response from East Herts Council	

8) Allotments	Progress update	D White
9) Village Hall Committee	Update from Parish Council representative	D White
10) Correspondence	a) Planning applications b) Communications to Parish Clerk c) Communications to or from Councillors	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 3 March 2016 were adopted unanimously.

3) Declarations of interest

No declarations of interest made.

4) Matters arising

- a. Allotment footpath funding - Clerk explained that this was a repeat application to obtain a small capital grant from East Herts Council to put an all-weather footpath in the allotments. Application was substantially complete and would be submitted on 23rd May.
- b. Stones for The Street - following the last meeting, Chair has discussed with Highways and identified that the Parish Council would potentially be liable should any person or vehicle be damaged as a result of hitting the stones. Subsequently decided that no further action would be taken.
- c. Fixed assets - quotes still need to be obtained for the minor maintenance works required. **Action: Clerk**
- d. Allotment deer fencing - Clerk provided information received from HAPTC that a resolution at a meeting is all that is needed to gift the fencing to the Allotment Association. However, HAPTC had also raised questions as to why such a gift was being considered e.g. to avoid maintenance, with insurance and public liability being factors to also consider. D White, representing the Allotments, indicated that the Association did not want to receive the fencing. Agreed that no further action required.
Note - it was highlighted that a fund should be set up for future maintenance of the fencing. Clerk to note for next budget.
- e. Website - the photo for the header has been changed to the Church clock and website has been live for a while. Planning applications page is with H Smart for review. Further developments proposed, such as latest news, and also to incorporate the points made by parishioners during the Annual Assembly meeting e.g. community page, links to other local websites. **Action: Clerk**
Note - website address is www.furneuxpelham.org.uk Clerk welcomes any feedback on the website or suggestions for content. Email address on the website.
- f. Community support network - Chair explained to those present the concept behind the network. Two matters needed further investigation - insurance and police clearance - and this is currently outstanding. A member of the public highlighted that Clavering also have a similar scheme. **Action: Clerk**
- g. Violets Lane - deferred to next meeting as E Rowland not present.

- h. Bank reconciliation - R Gale reported that he had reviewed the reconciliation and no issues identified.
Note - review by a Councillor of the year end bank reconciliation is a requirement of the Parish Council's Financial Regulations.
- i. AGM - action completed as Annual Assembly and Annual Parish Meeting held with members of the public present.
- j. Housing need - confirmation obtained that the development at land adjacent to 1 Lake Villas includes a social housing property.

5) Councillor responsibilities

Chair discussed Councillor responsibilities with those present. R Gale agreed to take on the responsibility of footpaths from D White. All other responsibilities remain unchanged with E Rowland having no specific responsibility.

6) Finance

- a. Approve Annual Governance Statement
Statement is section 1 of the annual return which was circulated prior to the meeting. Content of the statement considered and approved.
- b. Approve the Accounting Statement
Accounting statement is section 2 of the annual return which summarises the detailed income and expenditure account. Content of both version of accounts considered and approved.
- c. Internal audit
Internal audit report is section 3 of the annual return. The Clerk highlighted that the review did not identify any matters. Content of the report noted.
- d. Update on current financial position
Current financial position, as circulated, noted.
- e. Expenditure to be approved
Expenditure, as noted on the agenda, approved and cheques signed as necessary. Clerk highlighted that Aon Insurance remained good value at £299.31 as a comparative quote from Zurich was £357.12.
- f. Donation requests
Donation request from Magpas air Ambulance considered. Agreed that the organisation did not fulfil the criteria set out in the Parish Council's donations policy therefore no donation to be made.
- g. Car park fees
Agreed to maintain car park fees at the current level of £50.
- h. Transparency Code
The Clerk highlighted that Parish Councils can apply for further funding to meet the costs of maintaining the website, effectively salary costs. For the coming year, this amounts to £246.26. Agreed that application to be made. **Action: Clerk**

7) Barleycroft works

Formal response to the letter sent to East Herts Council has not yet been received. EHC were meeting this afternoon to discuss the letter's contents. **Action: Update at next meeting**

8) Allotments

D White provided an update. There are a total of 18 plots and effectively 11 plots are being used. Vacant plots are being advertised locally and within surrounding areas. Suggestion made to advertise at the school to see if any parents are interested. In addition, may be the school itself would like to have a plot. **Action: D White**

9) Village Hall Committee

Update from D White. Hall has been painted and freshened up. The next fundraiser is 'music by the lake' on 10th September. More use is being made of the hall and the Tuck Shop is a good source of funds.

10) 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, a direct link to the East Herts website will be available on the Parish Council's website, by planning application.

b. Communications to Parish Clerk

All communications have been covered under other agenda items.

c. Communications to or from Councillors

Chair referred to the potential development of the pallet yard. No planning proposal has been submitted as yet. Information known of currently was shared and discussed. Members of the public expressed view that it would be good to have an opportunity to influence any potential planning gain.

The meeting ended at 21:38.

The next meeting is on 7th July 2016