

WIDFORD PARISH COUNCIL

Minutes of the Widford Parish Council Meeting Tuesday 7 July 2015 at 8pm in the Village Hall

PRESENT: Cllr Jill Buck, Chairman (JB); Cllr Barbara Edwards (BE); Cllr Glen Parcell (GP); Cllr Paul Riddle (PR);

District Cllr Robert Brunton (RB), and seven other members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 8pm

- 15.004 Apologies for absence** **ACTION**
1. Councillors: Cllr Neil Rogers - on holiday
2. Others: County Cllr Roger Beeching – on County business
- 15.005 Declarations of Interest**
None
- 15.006 To approve Minutes of the Annual Parish Council Meeting, 12 May 2015**
It was unanimously **RESOLVED** *that the Minutes of the Annual Parish Council Meeting held on 12 May were a true and accurate record.*
The Chairman signed the Minutes.
- 15.007 To approve Minutes of the Full Parish Council Meeting, 12 May 2015**
It was unanimously **RESOLVED** *that the Minutes of the Full Parish Council Meeting held on 12 May were a true and accurate record.*
The Chairman signed the Minutes.
- 15.008 To approve Minutes of the Extraordinary Council Planning Meeting, 11 June 2015**
It was unanimously **RESOLVED** *that the Minutes of the Extraordinary Parish Council Planning Meeting held on 11 June were a true and accurate record.*
The Chairman signed the Minutes.
- 15.009 To receive police report**
The Clerk read the May report submitted by Herts Police Safer Neighbourhoods Team. This identified only one reported crime in the parish during the month, that being the theft of some lead from a remote building. This was still being investigated. Rural burglary patrols continue with police visiting the parish regularly looking for suspicious activity and to deter criminals.
- 15.010 Chairman's announcements**
None
- 15.011 Planning**
- 1. New Applications**
- 3/15/1270/LBC & 1271/LBC Abbotts Farm, Abbotts Lane:** Secondary glazing and replacement windows to match existing. Removal of some Internal walls on two floors to create open plan and en-suite **THE PC HAD NO OBJECTIONS** **Clerk**
- 3/15/1263/FUL Phoenix Farm, Howletts Road:** Outdoor exercise for horses, with post & rail timber fencing **THE PC HAD NO OBJECTIONS** **Clerk**
- 3/15/1136/HH 2 Coombe Villas, Ware Road:** Creation of 2no dormer windows to garage **THE PC HAD NO OBJECTIONS** **Clerk**
- 3/15/1098/FUL Greenacres, Ware Road:** Erection of 1no 3 bed dwelling with garage, and 1no 4 bed dwelling with garage/carport with access from Ware Road. **THE PC HAD NO OBJECTIONS.** However it was agreed to make the following comments: 1. *Although the site appears to be outside the Conservation Area as defined in the adopted 2013 Appraisal and Management Plan, it is also believed to be outside the village boundary as defined by the 2007 Local Plan.* 2. *It is hoped that the aesthetic value and practical purpose of ditch and its embankment at the front of the plot, as identified on the site plan, will be retained in its present condition.* **Clerk**

3/15/0854/HH 1 Poets Gate: Two storey side extension

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THE PC HAD NO OBJECTIONS

Clerk

2. Decision Notices

3/15/0949/HH Ives Cottage, Ware Road: Raise roof and insert 4 no. flat roof dormers to create first floor accommodation and single storey side extension. **DECISION AWAITED**

3/15/0526/HH 10 Hunsdon Road: Single storey front extension **GRANTED**

3/15/0507/LBC Adams Farm: Alterations to layout and fenestration from previous application 3/09/1344/LB to form 3 dwelling houses **DECISION AWAITED**

3/15/0386/VAR Priory Farm: Removal of Condition 2 of previous application
GRANTED – BUT PC HAVE REQUESTED CLARIFICATION
D Cllr Brunton said he would check for reason why the condition was removed.

Clerk/RB

3. Other planning matters: including matters received too late for the agenda: **NONE**

15.012 Finance

1. The report of the Council's finances for 1 April to 31 May was received (Appendix A)

Finance Summary from 1 April to 31 May	£
Opening available balance 1 April:	4,378.74
Plus income to 31 May:	4,504.00
Minus expenditure to 31 May:	<u>2,007.53</u>
Balance available to Council 31 May	<u>6,875.21</u>
Unpresented cheques as at 31 May (incl £50 accrual from 2014/15)	1,642.01
Bank balance reconciled with statement #310, 31 May 2015	<u>8,517.22</u>

It was unanimously **RESOLVED that the Accounts Statement be accepted.**

An accounts summary is published in the Minutes on the website. The Clerk said he was unable to give a more up to date report because did not yet have access to the Account.

Clerk

2. List of payments. It was unanimously **RESOLVED to approve all the invoices presented for payment:**

Clerk

Date	Payee	Item	£	Chq	Power
Payments made since 12 May Council Meeting					
22/5	██████████ Reimbursement	Audit & postage	20.00	900	LGA 1972 s111
30/5	Clerk MBH	Salary April & May	160.00	901	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
30/5	HMRC	PAYE	40.00	902	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
	Cancelled	Cancelled cheque		903	
5/6	Zurich Municipal	Annual insurance	325.26	904	LGA 1972 s114, s140(1), s111
5/6	Clerk	Salary May	225.00	905	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
For approval at 7 July PC Meeting					
22/6	Clerk	Salary June	278.12	906	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
22/6	HMRC	PAYE	125.60	907	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
7/7	Hormead PC	Shared training	30.00	908	LGA 1972 s111
7/7	Clerk	Expenses May/June	41.78	909	LGA 1972 s111
7/7	Clerk	Office exp May/Jun	23.02	910	LGA 1972 s111
7/7	HAPTC	Cllr training	105.00	911	LGA 1972 s111
7/7	Supplies Team	Printer ink	54.53	912	LGA 1972 s111
7/7	Clerk	CPALC subs (part)	6.00	913	LGA 1972 s111
7/7	██████████	Litter 20/6-11/7	105.76	914	OSA 1906 s9 & s10

Approved cheques were signed at the end of the meeting.

- 3. Pensions auto-enrolment:** to receive report on action taken
The Clerk reported that he has been registered with the Pensions Regulator as the nominated contact and that Cllr Paul Riddle has been nominated as the secondary contact. This had been done by the deadline of 30th June. Following a discussion, in which it was noted that the staging date when the new law comes into effect for the Parish Council is 1st May 2017, it was unanimously **RESOLVED that a NEST account be set up to comply with the Council's legal duties for automatic pensions enrolment.** Clerk
- 4. Annual Return – External Audit:** to receive report on action taken.
The Clerk reported that BDO had yet to return the approved Annual Audit. However, BDO has not raised any other issues and the audit is with the Director for signing off. Clerk
- 5. Annual Insurance:** to receive report on action taken.
It was noted that the Council's annual insurance has been taken out with Zurich Municipal with premiums approximately half those paid last year whilst maintaining the same cover.
- 6. Bank Mandate changes:** to consider and agree the changes
Following a discussion concerning Widford Parish Council's NatWest bank account 35221283, it was unanimously **RESOLVED that: 1) the signing rules in the current mandate for the account, as detailed in section 2 of the mandate change form, be replaced in accordance with section 4; and 2) the authorised signatories in the current mandate for the account be changed in accordance with sections 5 and 6 and the current mandate will continue as amended. Also that the address/ mailing details be changed to those of the new Clerk (section 7).** Clerk/JB/ PR/BE
- 7. Internal Auditor**
The Clerk presented an overview of the qualifications for and duties required to be undertaken by the internal auditor under legislation imposed in the new Local Audit and Accountability Act 2014 that came into effect in April 2015. Because of the potentially confidential nature of the business, it was agreed that the Council would consider the implications of this in a closed meeting. Clerk/ ALL
- 8. Stop Harlow North:** donation
Following a discussion it was proposed, seconded and unanimously **RESOLVED that a donation of £50 be made to Stop Harlow North.** ALL Clerk
- 9. To consider purchase of laminator for notices**
The Chairman proposed that a laminator would make notices more weatherproof and enable them to be posted around the parish without being ruined by the rain. It was **RESOLVED that the Chairman and Clerk research and purchase an A4 laminator up to the value of £40.** JB/Clerk

15.013 Correspondence

The list of correspondence was noted as it appeared on the Agenda:

- Ash Valley Byway Appeal: Mr Buck to Planning Inspectorate re FP18 (15.010.9)
- Planning Inspectorate: Notice of public meeting re Widford 13, 18, 26, Wareside 84 (15.015.9)
- Herts Police & Crime Panel meeting, 11th June
- Nigel Cox, EHAPTC: Local Plan Team - next meeting at Wallfields, 30th July. 10am
- HAPTC: Launch of Highways Together initiative, 29th June
- Beryl Hollylee: Thank you letter to the Parish Council
- Widford School: Thank you for £50 donation towards Tag Rugby equipment
- Wason Lawrence Holder Solicitors: Request for continuance of Water and Grazing Licences (15.019)
- Parishioner re overgrown footpaths
- Parochial Church Council: Thank you letter for donations: New Churchyard maintenance and Church Appeal
- HCC/HAPTC: Community Wellbeing, including list of enabling statutory powers given to parish councils
- To resident re parking on Benningfield Green
- To Internal auditor, [REDACTED]: letter of appreciation
- To Mr [REDACTED]: Thank you re churchyard seat renovation
- To Mr [REDACTED]: Thank you re Benningfield seat renovation

- To Herts Highways: Footway issues B180 and B1004 - 3 faults raised (15.014.1)

15.014 Village Reports

1. Village Hall: The VH Committee met on 8th June and reported that the financial position is healthy. They will be providing a refreshment stop for the annual London to Cambridge cycle ride on 26th July.

2. Allotments: All members (plot holders) have been contacted about the conditions attached to holding a plot and another meeting is scheduled to resolve questions that were raised at the Allotments AGM.

3. Playing Field: The Treasurer's Report and Accounts for 2015 was received. Although Cllr Rogers was away, it was reported that the Quiz Night had been a great success and it was to be noted that there will be a Hog Roast and Barn Dance on 18th July.

15.015 Highways, footpaths and byways

The meeting was suspended at 9.10pm to allow District Cllr Bob Brunton to address the meeting. However, he said he had nothing to report on District matters at the moment. The meeting was resumed.

1. Footways and kerbs: Report - lack of maintenance

The Clerk said that footways at three locations were dangerously overgrown or littered with debris had these been reported, supported by photographs, via the Highways Faults website.

Clerk

2. Footway and verge opposite Ash View: Report - future maintenance

Now the former arrangement whereby Lady Parker paid for the bank and grass verge to be cut is no longer in place, there needs to be a discussion to arrange for the work to be done by volunteers or contractors. The Clerk advised caution to ensure that anyone doing the work in future should not be construed as being a Parish Council employee.

**ALL/
Clerk**

3. FP18: Update

A new handrail has been installed.

4. FP7: Update

The stile has been replaced by a kissing gate, but it was questioned whether it is opening too wide. This is being investigated.

5. Wall by the coal yard: update on rebuilding

The wall has now been rebuilt.

6. Handrail at Benningfield Road – Update

This has been completed and a note of thanks sent to County Cllr R Beeching.

JB

7. Ditch outside Meadowsweet: Report and update

There was a discussion as to the degree to which the Parish Council can be involved. Concerns were expressed about flooding if the ditch is not maintained. The PC to consider what action can be taken.

**JB/ALL/
Clerk**

8. Twitchell railings: update

The work has been completed.

9. Bell Lane: garage layout and bank: To consider action (JB email 19 May)

Concerns were expressed about how far the Parish Council can go in resolving this matter since the problem is on private land. A letter to residents was discussed. DC Bob Brunton offered to check with EHDC on the question of disposal of hazardous waste (gas cylinders). He asked to be copied into any correspondence. Further action to be considered once DC Brunton has reported back from EHDC.

**RB/
JB/ALL/
Clerk**

10. Modification Order to FP 13, 18, 26 & Wareside 84 – public meeting, Wodson Park, 22/10. The Chairman pointed out that this item was included to keep the matter in public view, even though the Parish Council was prohibited from making any representations due to it not getting involved in the earlier consultation process.

Late notification: A notice has been issued by HCC that Bell Lane will be closed for 4 days from 3-6 August for utilities works to be carried out. It was commented that it was to be hoped that the opportunity would be taken to fill in the potholes in Bell Lane at the

- same time. The Parish Council will post HCC TRO notices and maps on the notice boards and around the area affected. JB
- 15.016 Website**
Cllrs Paul Riddle and Neil Rogers are training and looking at how the website can be updated more frequently and used more effectively. PR/NR
- 15.017 Neighbourhood Plan**
It was agreed to defer this item until the end of the meeting
- 15.018 Stop Harlow North (SHN):** to consider new representative and action
There was a discussion on the need for the Parish Council to be represented on the SHN committee and members were asked to consider this role. Ian Brett is retiring from the committee having served for a number of years and put in a lot of hard work. ALL
- The results of the May elections has meant there are now new reps for Hunsdon and Sawbridgeworth.
- Meetings are held 4 or 5 times a year, being more concentrated at those times when topics are hot.
- The publication of EHDC's draft Plan is still awaited and it therefore very important that Widford is represented on SHN by its Parish Council since there should be no doubt that development will happen as a consequence of the Harlow North objectives. ALL
- Cllr Riddle said he was reluctant to volunteer to be the PC rep on SHN because he will be increasingly involved in Widford's Neighbourhood Plan.
- 15.019 Members' agreement to receive emailed summons/agendas**
All PC members signed the form to agree to receive the summons to meetings and agenda papers by email. Clerk
- 15.020 Water and Grazing Licences:** Allotment Gardens
A request has been received from the solicitor representing the new owner, [REDACTED] [REDACTED] for the continuance of the Water Licence and Grazing Licence at Allotment Gardens on the South-West side of Pegs Lane (the licences formerly between the Parish Council and [REDACTED]). After a discussion it was **RESOLVED to agree two new licences be drawn up with the new owner on the same basis as that with the former owner.** Clerk
- 15.017 Neighbourhood Plan** (Deferred from earlier in the meeting)
Cllr Riddle reported that Hunsdon had been contacted to see whether they would consider a joint Plan with Widford. They are not keen to join but have offered to loosely help if they are able.
- The Draft Neighbourhood Plan topic maps indicating sustainability of each village are not accurate reflections of the reality. The village boundaries have been moved to allow development to take place
- The recently received Village Hierarchy Study looks to be inaccurate and has very sparse terms of reference. The commuting analysis does not appear to make sense. The Parish Council will look at the study in depth with a view to formulating a response by the deadline of 3rd August. PR/ALL/
Clerk
- It was agreed that a public meeting should be held so that every parishioner has the opportunity to understand the imperatives of a producing a Neighbourhood Plan, to consider whether it is what the Parish wants, and, if a Plan is to be produced, to enlist the help of as many residents as possible to represent the broadest demographic spectrum of the village. This will be one of the essential criteria for a Plan to be accepted. It was noted that although the Parish Council would support and facilitate the Plan, it would actually belong to the community. Following a proposal and second, it was therefore **RESOLVED to hold a public meeting as soon as possible to consider producing a Neighbourhood Plan.** The Chairman to check availability of the Village Hall. PR/ALL/
Clerk/
JB
- 15.021 Urgent matters** received too late for inclusion on this agenda: NONE

15.022 Items for future agendas: To receive any other items for future consideration: **NONE**

The Chairman suspended the meeting at 9.57pm for public comments

- Further to the discussion at agenda item 15.015.7, a parishioner commented that the aforementioned ditch is fed by a spring and is piped under the Twitchell. It was suggested that the owner of the pub be asked to ensure the entrance of the 12” pipe is cleaned of any obstruction, which will resolve any problems.
- Further to the discussion at agenda item 15.015.9, concerns were expressed that the gas cylinders stored behind the garages are a safety hazard and that they should be securely stored whether empty or full. It was suggested there is a public safety issue.
- Further to the late notification at the end of agenda item 15.015, it was suggested that a letter be sent to all Bell Lane Residents to inform them of the road closure.
- Further to the correspondence referring to parking on Bennington Green, a resident said the Green is held in trust by the Parish Council and a that violation of the trust conditions could constitute trespass. The licence granted to one household to access their property across the Green recognised the occasional similar use by other residents. It was agreed that Cllr Paul Riddle and the Clerk would consider whether any further action should be taken.
- Concerning the planning application for Greenacres (15.011.1 above), it was commented that the East Herts Local Plan Second Review of 2007 placed the site outside the village boundary.

PR/Clerk

The Parish Council Meeting was resumed at 10.15pm

15.023 Date of next Parish Council Meeting

Tuesday 1st September at 8pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 10.16pm.

Signed.....Dated.....