

# WIDFORD PARISH COUNCIL

## Minutes of the Widford Parish Council Meeting Tuesday 1 March 2016 following the Annual Meeting of the Parish in the Village Hall

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

Seven members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman opened the meeting at 9.20pm

- 16.027 Apologies for absence** **ACTION**
1. Councillors: None – all present
  2. Others: District Cllr R Brunton, Jenny Miller, Carmel Holland
- 16.028 Declarations of Interest**
- Cllr J Buck declared a Pecuniary Interest in the planning decision for 12 Lambs Gardens, as the next door neighbour.
- 16.029 Minutes of the Extra-ordinary Parish Council Meeting, 22 February 2016**
- Being proposed and seconded, it was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 22 February were a true and accurate record.**
- The Chairman signed the Minutes.
- 16.030 Police report:** The report appended to these Minutes was given earlier in the meeting to the Annual meeting of the Parish, but is included as current information. Appendix A.
- 16.031 Chairman's announcements:** None
- 16.032 Planning**
- 1. New Applications**
- 3/16/0324/HH: 22 Benningfield Road:** Double storey rear extension, new front entrance and 3 ground floor bay windows. **NO OBJECTIONS** **Clerk**
- 2. Decision Notices**
- 3/16/0180/HH 12 Lambs Gardens:** Single storey rear extension **GRANTED**
- 3/15/2535/PNHH 12 Lambs Gardens:** Notification of single storey rear extension **WITHDRAWN**
- 3/15/1793/FUL Land West of Wilmoor:** RECONSULTATION **GRANTED**
- 3/15/2496/FUL: 2 Benningfield Road:** Single storey front and rear extensions and two storey side extension to facilitate subdivision of house into two dwellings **REFUSED** contrary to HSG7, ENV1, OSV2
- 3/15/0507/LBC Adams Farm:** Alterations to layout and fenestration from previous application 3/09/1344/LB to form 4 dwelling houses. *EH Planning has confirmed that permission is for 4 dwellings, not 3.* **DECISION AWAITED.**
- 3. Other planning matters:** including matters received too late for the agenda
- 1. Late applications**
- 3/16/0397/HH & 0398/LBC: 22 Honeysuckle Cottage, Nether Street:** Demolition and replacement of single storey side extension **NO OBJECTIONS** **Clerk**
- 2. Martlets site:** Update. There has been no further contact with developer about holding a public meeting. Stonebond will be responsible for conducting it.
  - 3. Pegs Lane** update: A comprehensive discussion had taken place at the Annual Meeting of the Parish earlier in the evening and there was nothing more to add. Thanks were expressed to the

Parish Council from the floor, acknowledging that it had done all that was possible.

**16.033 Finance**

1. The report of the Council’s finances for 1-31 January was received (Appendix A - January being the latest available bank statement)

Finance Summary from 1 to 31 January	£	
<b>Opening available balance 1 January:</b>		<b>7,338.47</b>
Plus income to 31 January:		193.00
Minus expenditure to 31 January:		<u>846.04</u>
<b>Balance available to Council 31 January</b>		<b><u>6,685.43</u></b>
Plus unrepresented Jan cheques as at 31 January		363.00
<b>Bank balance reconciled with statement #318, 28 Jan 2016</b>		<b><u>7,048.43</u></b>

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

*The Clerk said an accounts summary is published in the Minutes on the website*

Clerk

**2. Reconciliation of Accounts and bank statement**

In accordance with new Financial Regulations and the Transparency Code, Cllr Parcell checked, verified and signed that the Accounts and bank statement 318 reconciled. It was noted that the Parish Council has only one bank account and only uses only one cheque book at a time. It was unanimously **RESOLVED to accept the reconciliation of the Accounts and bank statement 318.**

GP/  
Clerk

**3. Current financial position against the budget**

Based on income and expenditure to 31 January and the anticipated financial expenditure for the remainder of the fiscal year, the projected bank balance at year-end is £4,027, which is £302 down on the opening balance at the beginning of the year. It was unanimously **RESOLVED that the current financial position be accepted.**

Clerk

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

Clerk

Date	Payee	Item	£	Chq	Power
23/1	J English	Litter 2/1 - 23/1	105.76	964	OSA 1906 s9 & s10
	Cheque 965	approved January		965	
31/1	Clerk	Salary January	225.00	966	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
20/2	J English	Litter 30/1 - 20/2	105.76	967	OSA 1906 s9 & s10
20/2	Clerk reimburse	Laptop – from grant	349.99	968	LGA 1972 s111
22/2	Clerk reimburse	Printer – from grant	116.46	969	LGA 1972 s111
29/2	Clerk	Salary February	225.00	970	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
1/3	Clerk	Travel/phone exp Jan/Feb	58.90	971	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
1/3	Clerk Petty cash	Office expenses	30.40	972	LGA 1972 s111
1/3	Clerk reimburse	Wheelie bin - litter	37.80	973	OSA 1906 s9 & s10
1/3	EHDC	Dog bin emptying	187.88	974	OSA 1906 s10(b)
1/3	Communicorp	Local Councils subs	100.00	975	LGA 1972 s111
1/3	Clerk reimburse	Software - grant	31.49	976	LGA 1972 s111

Cheques were signed at the end of the meeting.

**16.034 Correspondence**

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

- HCC: Support for Carers information*
- Parishioner: Possible allotments rental*
- Highways: Accident at coal yard bridge and suggestion for barrier (16.037.2)*
- Nigel Cox: EHAPTC next meeting with Cllr Haysey, 5th May*
- VHMC: Boundary of VH land and neighbouring property (16.035.1)*
- EHC: Grants pots for 2016/17 (incl QEII 90th birthday celebrations)*
- Gigaclear: Broadband developments (16.038)*

Stonebond Developments: Martlets site (16.032.3.2)  
 EHC: Dog micro-chipping campaign poster and info  
 NatWest Bank: Bank charges and document release (16.033)  
 HCC: Extension to consultation on removal of passenger assists for primary schools  
 EHC: Essential arboricultural work on closed churchyard lime tree (16.035)  
 EHC: Clean for the Queen national/community event, 4-6 March  
 HCC: Herts Good Care Week information, 14-20 March  
 PFC: Re track to playing field (16.035.3)  
 D Findlay & P Smith: Village archive material  
 Mr Brownhill: Re telephone box

**16.035 Village Reports**

**1. Village Hall:**

- Cllr Paul Riddle reported that some roofing felt had blown off and there had been some water ingress. The felt and some slates are being repaired/replaced, the work only being done on Sundays. The internal redecoration is ongoing.

**2. Allotments:**

- Cllr Babs Edwards reported that the Committee system was not operating very well and has been replaced by a Working Group. Unworked plots are being moved to the best soil areas and the plot holders themselves are undertaking as much work as possible. All plot holders have agreed to the new rules, which include unworked plots being forfeit and tenancy terminated. The Clerk is investigating the most appropriate licensing arrangement for renting out some unused plots for another purpose.

BE/JB

Clerk

**3. Playing Field:**

- There was no formal Committee report. There has been some damage to the water pipe and some repairs are needed to the childrens' play area. It was confirmed that the current football hire agreement is for two teams from one pub in Ware. The football club cuts the pitch with their own mower.

**4. Closed Churchyard**

- Noted that the Council is awaiting approval from the East Herts Arboricultural Officer for the proposed work on the lime tree, due to it being in a Conservation Area. Work may proceed if nothing heard from EHC by 16th March.

JB/  
Clerk

**16.036 County Councillor report**

Further to the report given to the Annual Meeting of the Parish earlier in the evening, Cllr Beeching reported on one further item, namely that Herts Highways are fed up with large lorries getting stuck in Nether Street because of being directed there by their SATNAVs. HCC have urged the Road Haulage Association to ensure their members use professional navigation systems rather than those designed for domestic use.

**16.037 Highways, footpaths and byways**

1. **Footways and kerbs:** No progress to report. Cllr Beeching said he would follow these up if the fault reference numbers were emailed to him.
2. The Clerk apologised that the problem at the Bell Lane junction had not been followed up. The Chairman had agreed in January to provide a sketch map to avoid confusion

Clerk

Clerk  
JB

**16.038 Website and Broadband**

- **Website:** Cllr Riddle reported that the average usage is now 20 a day. A more proactive way of interacting with residents is being looked into. A "bulk email" approach to disseminate information has been piloted and appears to work well. Subscribers to the mailing list are being invited via the website and parish magazine. An unsubscribe option is open to those who don't want to continue.
- No updated information on Gigaclear. but it is understood they need approximately 30 more to sign up in order to reach the Widford threshold.

PR

**16.039 Neighbourhood Plan.** Nothing further to report

PR

- 16.040 Defibrillator**  
 Following concerns raised by a resident about the telephone box being considered to house the AED, the preferred location is now the Village Hall porch. An annual replacement servicing cost should be factored in. It may be possible to get training free of charge. A generous parishioner is anonymously donating the defibrillator and the Parish Council considered buying the heated cabinet and pay for the fitting. Cllr Roger Beeching was thanked for considering making a grant from his Locality Budget. It was unanimously **RESOLVED to purchase the AED cabinet for approximately £398 and to pay for the installation, approximately £50.** The Clerk to liaise with Mrs Jenny Miller. JM/JB  
Clerk  
Clerk/  
JM
- 16.041 Stop Harlow North:** Nothing to report
- 16.042 Governance documents**  
**1. Allotments:**  
 1. The new draft Rules of Tenancy were agreed and are to be ratified at the May Parish Council Meeting Clerk  
 2. It was unanimously **RESOLVED to adopt the Working Group Terms of Reference.** The Chairman signed the document. Clerk
- 2. Grants Policy**  
 • It was unanimously **RESOLVED to amend the maximum grant per financial year to £500.** The Chairman signed the amended policy. Clerk
- These documents will be published on the Parish Council website.* PR
- 16.043 Dog-waste bin**  
 Consideration of a proposal to purchase and locate a dog-waste bin in the Benningfield Green area was deferred to the May meeting, subject to a usage report from EHC on the usage of the present bin. The most suitable location to be agreed. Clerk
- 16.044 Urgent matters** received too late for inclusion on this agenda:  
 1. Parking on Benningfield Road is becoming a dangerous problem that must be resolved. Recently an ambulance could not get down the road to respond to a call and had to attend on foot. A resident is organising a petition. JB/  
Clerk  
 2. A medal to commemorate The Queen's 90th birthday is being struck by The Tower Mint and may be purchased for £1.99 each. It was **RESOLVED to purchase 100 coins for distribution to primary and pre-school children, and other village children who might want one.** JB/  
Clerk  
 3. A parishioner raised concerns that the Nether Street road surface is sinking between Bardon and the railings and may be in danger of falling into the main road. The road outside Endway Cottage is also collapsing. It was noted that photographs may help when reporting the fault to Highways. JB/  
Clerk
- 16.045 Items for future agendas:**  
 None raised  
**The Chairman said the Council would consider suspending the meeting if parishioners had any further comments to make:**  
 There were none
- 16.046 Date of next meeting:**  
 Tuesday 10th May at 7.30pm in the Village Hall: Annual Parish Council Meeting followed by the May Ordinary Parish Council Meeting  
 The Chairman thanked everyone for attending and closed the meeting at 10.20pm.

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