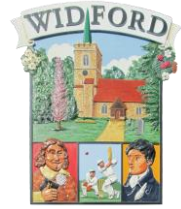


Widford Parish Council

Minutes of the Widford Ordinary Parish Council Meeting
Tuesday 16th January 2018 at 7.30pm in the Village Hall



PRESENT: Cllr Jill Buck, Chairman (JB); Cllr Carol Blackett; Cllr Babs Edwards (BE);
Cllr Paul Riddle (PR)

County Cllr Eric Buckmaster and seven other members of the public

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm

ACTION

18.001 Apologies for absence

1. Councillors: None – all present
2. Others: District Cllr Robert Brunton, Sgt Duncan Wallace, PCSO Leon De Bruyn, Nigel Miller.
County Cllr Eric Buckmaster sent apologies that he would be arriving late, subject to another meeting closing on time.

18.002 Declarations of Interest and requests for dispensations

1. **Interests:** None declared
2. **Dispensation requests:** None received

18.003 **Casual vacancy:** No applications received. It was agreed to send out a flyer to advertise.

PR

18.004 Minutes of the Ordinary Parish Council Meeting held on 7th November 2017

It was unanimously **RESOLVED that the Minutes of the Parish Council Meeting held on 7th November 2017 were a true and accurate record.** The Chairman signed the Minutes.

JB/Clerk

18.005 Police report.

The Chairman read a brief report sent by PCSO Leon De Bruyn which said that since December 1st there had been only had one reported crime in Widford, which was a domestic related incident. There was nothing else to report. PCSO De Bruyn said he would attend the Annual Meeting of the Parish in March to give a review.

JB/Clerk

18.006 Chairman's announcements

The Chairman noted the forthcoming meeting relating to Gilston – saving the Greenbelt and villages, and to the Minerals Plan consultation, specifically as relating to the Briggins estate. The Chairman also noted that The Hundred Parishes Society had asked if they could make a short presentation at the Annual Meeting of the Parish, which was agreed.

JB/Clerk

18.007 Planning

1. New Applications

3/17/2973/HH 5 Priory Farm Yard: Single storey rear extension. **NO OBJECTIONS** Clerk

2. Decision Notices

Coal Yard site: Demolition of existing buildings and erection of 5 detached dwellings and 2-storey office building. **REFUSED**

17/00111/REFUSE, 3/17/1008/FUL Long Meadow, Ware Road: Demolish existing agricultural buildings and erect 4no. detached 4-bed houses: **APPEAL - decision awaited**

1 Ainsborough Cottage: Subdivision of detached house back to 2no dwellings. **GRANTED**

3/17/2310/HH 3 Lambs Gardens: Flat to pitch roof to front and side extension. Single storey side/rear extension. **GRANTED**

3/17/2353/HH 5 Priory Farm Yard: Single storey rear extension. **GRANTED**

3/17/1624/OUT Land adj to Bertrams Cottages: Outline application for erection of 1 dwelling **GRANTED**

3/17/1559/FUL & E/17/0106/ENF: Stables, Pegs Lane: Change of use of land for stabling and residential. 1 static caravan, 1 touring caravan, parking and development for one Romani Gypsy family – part retrospective. *DECISION AWAITED*

3. Other planning matters, including items received too late for the agenda

1. **Late planning applications:** None
2. **Priory Farm:** hedge reinstatement enforcement investigation: No update
3. **Development at Adams Farm:** A parishioner reported by email that pre-development work has been undertaken.

18.008 Reports by County and District Councillors

County Cllr Eric Buckmaster had not yet arrived; item deferred until later in the meeting.
District Cllr Bob Brunton: No report submitted.

18.009 Finance

1. Report of the Council’s finances for 1 November to 31 December was received (Appendix A)

<u>Finance Summary from 1 Nov to 31 December</u>	£
Opening bank balance 1 November	13,659.13
Plus: income to 31 December	42.00
Minus: expenditure to 31 December	<u>1,641.28</u>
	12,059.85
Minus previous months’ cheques presented in period	<u>250.00</u>
Balance available to Council 31 December (cashbook balance)	11,809.85
Plus: unrepresented cheques as at 31 December	<u>201.20</u>
Bank balance: reconciled with bank statement, 31 December 2017	<u>12,011.05</u>

Reconciliation of the Accounts to the bank statements was noted and it was unanimously

RESOLVED that the Accounts Statement for 1 November to 31 December be accepted.

Clerk

Cllr Carol Blackett, as a non-signatory member, signed the accounts sheet and bank statement to verify the accounts and ban reconciliation.

CB/Clerk

2. Financial position against 2017/18 budget

The Clerk presented the position as at 31st December, with a projection to the year-end. Budgeted income was £13,674; the currently projected income is £14,236. Budgeted net expenditure was £10,907; the currently projected net expenditure is £13,083. The revisions since the November Council Meeting take account of expenditure based on the latest GDPR forecast. However, the current information is far from explicit, nor can it be considered accurate. The longer-term financial implications of GDPR are considered in the 2018/19 Budget, item 18.009.3, below. The 2017/18 budget gave a year-end bank balance of £8,192, now projected to be £6,578 based on currently available information. It was noted that the annual fee for the Benningfield Licence, due last August, has never been paid. The Chairman said she would have a word with the licensees since they are in breach of contract. The report was received.

JB
Clerk

3.1 Budget and Precept for 2018/19

The Clerk presented budget possibilities based on currently available information. There were two major issues to be considered: GDPR costs for both additional admin time and a DPO appointment (see item 18.010 below) could be approximately £2,000. The Clerk advised that his working hours should be increased by two hours a week to realistically cover the present and additional work load. There is also a National Joint Council pay award of 2% in the pipeline from April; these adjustments are included. Furthermore, East Herts has advised that the Parish Council should not include any New Homes Bonus in its budget. This represents an income loss of £1,789 against 2017/18. The combined effect of additional expenditure and loss of income would be a differential of some £4,000 against the previous year. With a projected £6,578 bank balance going forward at 1st April 2018 and if the present precept level were to be retained, the 2018/19 year end balance would be approximately £4,900. This would be unacceptably low and, by not allowing adequate reserves for contingencies, could expose the Parish Council

financially. Following a lengthy discussion, it was **RESOLVED to increase the precept by £2,000 to £12,000, and to adopt the accordingly adjusted budget.**

Clerk

The Chairman, two councillors, and the Clerk signed the East Herts precept form.

3.2 Request from the PCC to reinstate the open churchyard maintenance grant

The Council wanted to help the PCC, but in view of the budget difficulties discussed in the preceding item, it was considered prudent to defer a grant decision until later in the year.

All/Clerk

4. List of payments. It was unanimously RESOLVED to approve all the payments as listed

Clerk

Date	Payee	Item	£	Chq	Power
22/11	J English	Litterpicking Nov	116.00	S/O	OSA 1906 s9 & s10
27/11	Clerk reimburse	CPALC subs 1/3rd	9.00	1124	LGA 1972 s111
27/11	Clerk reimburse	SLCC subs 1/3rd	49.00	1125	LGA 1972 s111
27/11	Clerk reimburse	Speed stickers	80.00	1126	LGA 1972 s137
27/11	Clerk	Salary Nov + Transparency pay	250.00	1127	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
30/11	D Jarrett	Allotments cut	60.00	1128	SHAA 1908 s29(2)
21/12	Clerk	Salary Dec + Transparency pay	305.58	1129	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
21/12	HMRC	PAYE Oct-Dec 3rd Quarter	201.20	1130	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
22/12	J English	Litterpicking Dec	116.00	S/O	OSA 1906 s9 & s10
16/1	LCPAS	Annual subs	80.00	1131	LGA 1972 s111
16/1	Clerk	Expenses Nov/Dec	30.30	1132	LGA 1972 s112(1), (2A) & s151; LA 2011 s41
16/1	Clerk Petty Cash	Top-up Nov/Dec	19.26	1133	LGA 1972 s111
	Namesco	Cancelled	0.00	1134	
		Recoverable VAT included	11.50		

Cheques for 16th January were signed at the end of the meeting.

Clerk

It was **RESOLVED that the Clerk arrange for the transfer of the account for website hosting and domain registration by Namesco from Cllr Riddle to the Parish Council.**

Clerk/PR

5. Audit arrangements for 2017/18 Accounts

The new Annual Governance and Accountability Return arrangements were noted.

Clerk

18.010 General Data Protection Regulations (GDPR) to be enacted 25 May 2018

It was noted that the Council's Data Controller registration with the ICO had been completed.

The mandatory appointment of a Data Protection Officer (DPO) by the Council was recognised. The Clerk presented two firm possibilities: LCPAS, who quoted £300 a year, and DPO Ltd, who quoted £800 for the first year and £400 pa thereafter. After a full discussion it was felt that DPO Ltd offered the more substantial service and support, and it was unanimously **RESOLVED to appoint DPO Ltd as the Parish Council's Data Protection Officer.**

Clerk

18.011 Publication Scheme

Under the Freedom of Information Act and the Re-use of Public Sector Information Regulations 2015 it is required that local authorities have a Publications Scheme. The Council therefore **RESOLVED to adopt the ICO's approved model Publication Scheme without modification.**

Clerk

18.012 Correspondence

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

- CPRE: Appeal for donation (*It was agreed to consider a £50 at the March PC Meeting*)
- HAPTC: Notice of 2018/19 subscription
- Parishioner: Bus shelter concerns (*18.14.2.5*)
- ICO: Data Protection Registration (*18.010*)

- HAPTC/LCPAS/DPO Ltd: GDPR matters (18.010)
- EHC: Electoral register 2017
- Parishioner: re SID update (18.014.2)

Following a request from a parishioner, at 9.10pm it was **RESOLVED to suspend the meeting for public participation.**

The parishioner wished to explain why the Green Man pub is currently closed: The requisite licences cannot be renewed until a considerable amount of work can be done to the building and its utilities that will satisfy the insurance company and various H&S and licencing regulations. The cost of the work is considerable, and it cannot be determined at present when the premises will be able to re-open.

The Chairman said the Council was grateful for the explanation because some parishioners have expressed concerns about the pub's closure.

The meeting was called to order at 9.20pm

18.013 Village Reports

1. Village Hall

1. No report – there was no VH meeting in January.
2. Archive report – ditto the above.

2. Allotments

Cllr Babs Edwards: Nothing to report except for the rubbish from a neighbouring property that was being blown around. Although this did not really affect the allotments and was a matter for the landowners concerned, Cllr Edwards said she would speak to the neighbour about the problem.

BE

3. Playing Field: No report

4. Closed Churchyard

1. **Wiseman family monument:** With the PCC; nothing to report.
2. **Open Churchyard:** The Council reaffirmed that it will not take on this responsibility.

JB/Clerk

18.014 Highways, footpaths and byways

1. Footpath, footways and kerbs

Ongoing. Nothing new to report.

2. Highways

1. Parish SID: Still being pursued with Highways via County Cllr Buckmaster
2. Bell Lane junction pothole very poorly repaired; two unsolicited bollards have unexpectedly been installed by the playing field entrance.
3. Coal yard bridge wall. No news.
4. Bus shelter repair: The Clerk was asked to get the repair/rebuild estimate and submit to the insurance company
5. Nether Street railings: No indication from County when these will be repaired.

Clerk

3. Draft Village Maintenance programme. It was agreed to postpone this to the March Council Meeting.

JB/Clerk

4. Speed awareness stickers for wheelie bins: 100 have been purchased and are available to any residents who want them.

JB

18.015 Website and Broadband

- **Website:** Cllr Paul Riddle reported that the website is up to date and that he has started a data audit for GDPR. To that end, certain minor information items have been removed. The Bulletin has now ceased until advice is given by our Data Protection Officer.
- **Broadband:** Gigaclear have gone through and a contractor is now making connections to individual properties. Cllr Riddle said he would make information on the progress available as and when it becomes known.

PR

PR

18.016 Urgent matters received too late for inclusion on this agenda

- No urgent matters received.
- County Cllr Eric Buckmaster had arrived late and was invited to make a brief report. He referred to some of the items in a report he had emailed prior to the meeting:

Consultations:

A reminder of the closing dates of two important consultations:

- (i) The Local Transport Plan consultation closes on 23rd January (Plan can be viewed on-line).
- (ii) Even more important locally is the Draft Minerals Plan which includes Briggens Park on the edge of Stanstead Abbots. Inclusion in the adopted plan would result in a vast number of vehicle movements over a considerable period of time. The consultation can be seen on-line and closes on 9th February.

'Inspiring Libraries' strategy.

Herts County Council has launched a public consultation on the next phase of the 'Inspiring Libraries'. The consultation will run until 18 February, and seeks feedback on ambitions for Hertfordshire Libraries over the next three years, and on the proposal to establish an alternative delivery model for library services.

Health Matters

(i) In December I chaired a scrutiny topic group of two NHS trusts. Princess Alexandra Hospital and East of England Ambulance Trust. PAH has been in special measures and in financial deficit for a number of years. The estate in general is in a very poor condition. At East Herts Full Council last month I proposed a motion urging the government to support the provision of a new Health and Wellbeing Hub in the area. It was approved unanimously by council. Princess Alexandra is currently formulating an outline business case.

(ii) 2018 is designated the year of Physical Activity. It is promoted by Herts Sports Partnership and Herts County Council. The focus will be on: Increasing physical activity levels; Shifting stubborn inactivity levels; Celebrating what's already happening; Encouraging new programmes and events.

(iii) East Herts Council is also working with Herts County Council on a whole systems approach to tackling obesity. Workshops were arranged in December with a number of stakeholders to consider the causes of obesity and barriers to tackling it. Officers will now consider programmes that could help reduce obesity in both adults and children and encouraging healthy lifestyles in areas and circumstances where it is most prevalent.

Winter can be a very difficult time for travelling. Bad weather may result in localised flooding or damage to roads. Residents may log problems themselves very easily on the County Council website or let me know and I can do it for you.

Swap a slipper at your Library

An excellent example of collaboration with Adult Care Services and gives the libraries an opportunity to welcome new and existing visitors. Falls at home can be a dreadful situation and sometimes these are caused by a person slipping on the floor. The slipper swap event at libraries will provide the opportunity for older folk to exchange their existing slippers for a new pair with anti-slip soles. Slipper swaps will take place locally on 1st February at Bishop's Stortford.

Hertfordshire Warmer Homes scheme

A new scheme that provides free or discounted household improvements to help residents stay warm in their homes has been launched by Hertfordshire County Council in partnership with all 10 district and borough councils.

In Hertfordshire, over 32,000 households are estimated to live in fuel poverty, meaning they do not have enough money to adequately heat their home. Colder temperatures can lead to excess winter deaths. Between August 2013 and July 2016, there were 1795 excess winter deaths in Hertfordshire. The Hertfordshire Warmer Homes scheme aims to make homes easier and cheaper to heat by offering free or discounted energy efficiency measures, such as insulation and heating repair, or fuel switching advice to low-income and vulnerable households.

The Hertfordshire Warmer Homes scheme will be managed by the National Energy Foundation, using funding from the national Energy Company Obligation (ECO) and local authority contributions. It will run to 31 October 2018.

Recycling

'Keep calm and carry on recycling' is the message from the Hertfordshire Waste Partnership

(HWP) following news reports about changes which will impact on the ability of the UK and other countries to trade mixed recyclables with China.

As a result HWP contractors have been investigating and diversifying by using alternative markets and consequently the amount of mixed recyclables exported to China has significantly reduced in recent months.'

A significant proportion of material such as separately collected newspapers and magazines, steel and aluminium cans and textiles are sent to re-processors here in the UK. Similarly, all of the organic materials collected in Hertfordshire, such as garden waste and food waste, are also processed at recycling plants in the UK including at a number of facilities in Hertfordshire.

Although China has previously acted as a large market for mixed recyclables, many other countries in the region are actively engaged in the international trade in mixed recyclables.

It is very important that residents follow the advice issued by their local council on which materials can and cannot be recycled, especially at certain times of the year such as after the festive period, or Easter when contamination levels can increase significantly. Information is available on the local council's website.

Carillion

Herts County Council does not have any current contracts with Carillion so is not directly affected, although the situation may affect us indirectly via other suppliers. Officers will update us if that is the case.

The Chairman thanked Cllr Buckmaster for attending and for his report.

There was no further suspension of the meeting for public comments, having been dealt with earlier following agenda item 18.012.

18.017 Date of next meetings: Tuesday 6th March in the Village Hall

- 1. Annual Meeting of the Parish, 7pm
- 2. Ordinary Parish Council Meeting, approximately 8pm following the Annual Meeting of the Parish. There will be an interval for refreshments between the two meetings.

**JB/Clerk
Clerk**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 10.05pm.

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