

52 Cross Oak Rd
Berkhamsted
Herts,
HP4 3HZ

21st January 2020

Minutes of Great Gaddesden Parish Council Meeting

held on **Monday, 20th January 2020**

at the **Village Hall, Great Gaddesden at 8.030pm**

Present: Councillors L Wilson (Chair), K Fitzgerald, J Lowrie, T Martin & M Stodell.

In attendance: Mr T Douris (County Councillor from 8.10pm to 9.10pm), Mrs Jane Timmis (from 8.20pm), Mr A Farrow (Parish Clerk), and 3 members of the public

20/001 Apologies for Absence

To receive and accept apologies for absence from the council meeting.
Cllr A Thompson and Dacorum Borough Councillor B Chapman

20/002 Interests

- a. To receive declarations of interest from councillors on items on the agenda
None
- b. To receive written requests for dispensations for declarable interests; and
None
- c. To grant any requests for dispensation as appropriate
None

20/003 Minutes

Resolved: that the meeting held Monday 18th November 2019 circulated to members be signed as a correct record. Subject to correcting the spelling of Cllr Timmis' name in item 11, agreed unanimously.

20/004 Outstanding Matters

- a. **Parish Paths Partnerships (2018 and 2019)**
Noted that quotes were still needed in order to progress.
- b. **Salt**
Noted that salt had been delivered to Cllr Martin; any residents wishing to access the salt should contact the clerk in the first instance. Great Gaddesden Village Hall had also ordered a supply which was held in the hall car park. Cllr Douris noted that the numbered salt bins should be refreshed by the County.
- c. **New dog bins**
Action: Cllr Timmis undertook to provide the clerk with a contact for obtaining the new bins

from Dacorum BC.

d. **HGV use of Potten End Hill**

Noted that Nettleden with Potten End PC had decided not to proceed with the proposed survey of HGV's on Potten End Hill.

e. **Great Gaddesden Village Hall**

Noted that the Parish Council has no obligation to support the Village Hall but is open to requests for support should they arise.

Resolved: that Cllr Lowrie be nominated as the Parish Council's representative on the Village Hall Management Committee to improve communication between the two organisations.
Agreed unanimously.

20/005

Correspondence or other communication

To note issues raised since the last meeting.

a. **VE Day Commemoration**

Agreed unanimously that this was an excellent opportunity to bring the community together and that the Parish Council should work with the church to produce a straw man concept to sound out interest. **Action:** Cllr Wilson to take forward.

20/006

Public Participation

Cllr Timmis reported that Luton Airport's breach of late night flying agreement was being considered by Luton Borough Council.

Cllr Douris agreed to hold a surgery for members of the parish on a trial basis in the garden centre restaurant at a date to be determined which would be advertised using the various community Facebook pages.

20/007

Highways

a. **Damage to wall on Pipers Hill**

Action: Agreed that Cllr Lowrie and Cllr Douris would meet on site to determine the extent of the problem prior to trying to determine who the responsible authority was.

b. **Drainage problem at junction of Red Lion Lane and the B440**

Cllr Douris reported that after the recent clearance of the drains that there had been no recurrence of flooding.

c. **Closure of Gaddesden Row**

Cllr Douris reported that this was probably preparatory work prior to surface dressing later in the year and that residents should generally still be able to use the road.

d. **Nettleden Rd – possible layby**

Cllr Douris reported that investigations were still underway to determine who owned the land. If it was owned by Herts Highway the preferred solution was likely to be the re-instatement of the verge.

e. **Traffic regulation on Water End bridge**

Cllr Douris agreed to try to find the details of the traffic regulation order for the bridge.

20/008

Planning

a. **The responses made to the following planning & licensing applications received between 18**

November 2019 and 30 December 2019 were noted:

	Elmtree Farm Gaddesden Row HP2 6HJ No objections were lodged to the following applications relating to this property.
19/02940/LBC	Alteration to Exterior Window Cill to the First Floor bathroom window. Alterations to the ceilings in Rooms 12. Replacement of plastic loft hatch with timber.
19/02943/LBC	Replacement Suffolk Latch to Room 7
19/02952/LBC	Extension of Room 11 into Former Cupboard on Landing
19/03123/LBC	Alterations to Front Door comprising the removal of existing ironmongery and remove the letter plate, letter tidy and piece in the aperture and redecorate internally and externally.
19/03155/LBC	Removal of plaster in 4 rooms. Re-plastering of some
19/03154/LBC	Installation of second hand timbers in three rooms. Vertical antique timbers introduced to support the handrail to the main staircase.

19/03121/ROC	The Hoo, Ledgemore Lane, Great Gaddesden, HP2 6HD
Variation of condition 2 (Approved Plan) attached to planning permission 4/02035/18/MFA (Installation of ground source heat pump and associated excavation and levelling works, construction of outbuilding comprising bat and pump house and alterations to existing log store).	
No objection.	

19/02991/LDP	Binghams Park Farm Potten End Hill Water End, HP1 3BN
Addition of a Mobile Home Unit	
No objection.	

19/02838/FUL	Plot 1 Cupid Green Lane Hemel Hempstead Hertfordshire
Construction of Green House, Chicken Run and Chicken Coop for Agricultural Research. A 1.8 Metre Fence to be constructed on the Boundary and Associated Works.	
Objection registered – not suitable for an area of outstanding beauty with incompatible size, colour and material for a rural setting. The need for an emergency shower and toilet in an experimental poly tunnel is unclear and although the application refers to a septic tank, none is detailed on the plan.	

b. The following planning applications were considered

19/03216/FHA and 19/03217/FHA	Corner Farm, Gaddesden Row, HP2 6HN
Single storey timber orangery	
No objection	

20/00010/LBC	Elmtree Farm Gaddesden Row HP2 6HJ
Alterations to the ceilings in rooms 1, 2, 4, 7, 11, 12 and 13. Removal of flush ceiling speakers. Make good lath and lime plaster and all work disturbed.	
No objection	

20/00025/FHA	2 West Dene, Gaddesden Row, HP2 6HU
Front porch. Two storey side extension and single storey rear extension.	
No objection	

- c. **No planning applications had been received between the date of the Agenda and the date of the Parish Council meeting**

d. **Response to a planning appeal for an agricultural access track at The Hoo**

An appeal had been lodged with the Planning Inspectorate against the decision by Dacorum BC to refuse consent for an agricultural access track (4/00373/19/FUL) originally submitted in February 2019. The Parish Council had originally objected to the proposal on the grounds that it was a classic case of over-development in a beautiful rural setting. The Hertfordshire Way crosses this delightful setting situated in The Chilterns Area of Outstanding Natural Beauty. As it had proved impossible to arrange a meeting with the landowner or his representatives within the timescales set out by the Planning Inspectorate the Council's objection has been re-affirmed with the Inspectorate.

Subsequently, Cllrs Lowrie and Fitzgerald together with a member of the public had met a representative of the landowner's agents on site. A significant turning area had been removed, the overall width of the track had been narrowed, and as best as could be determined the track seemed suitable for agricultural access. Cllr Lowrie proposed that the council's objection be removed, and that as the deadline for the council making submissions to the Planning Inspectorate had passed, that he write a letter to the landowner's agents on behalf of the council expressing support for the revised application. Agreed unanimously.

20/009

Finance

a. **St John the Baptist, Great Gaddesden**

The council noted that under the Local Government Act 1894 s8 it was precluded from contributing to the cost of works relating to the affairs of the church but that under the Local Government Act 1972 s137, that it had some latitude to undertake expenditure which is in the interests of the area and its inhabitants.

- i. The council had received a bill from Dacorum Borough Council for £1,111.80

for the maintenance of the churchyard. It was noted that notwithstanding the LGA 1894 provision, that the clerk advised the council that it had a longstanding arrangement to contribute to the cost of maintaining the churchyard, both by way of grant to the church and more recently directly to Dacorum, and that this arrangement had never been challenged by the council's auditors or by members of the public.

Resolved: in accordance with the council's powers under section 137 of the Local Government Act 1972 that it should incur the expenditure of £1,111.80 being the cost of the annual maintenance for work carried out by Dacorum County Council for maintenance of the church yard of St John the Baptist, Great Gaddesden, which in the opinion of the council is in the interests of the area and its inhabitants, and will benefit them in a manner commensurate with the expenditure.

- ii. To consider a request from the Parochial Church Council for a grant of £768 toward the lighting of a new disabled access for the church. It was noted that the new disabled access would facilitate the use of the church as a centre for the community.

Resolved: in accordance with the council's powers under section 137 of the Local Government Act 1972 that it should incur the expenditure of £768 being the cost of the lighting for the new disabled access to the church, which in the opinion of the council is in the interests of the area and its inhabitants, and will benefit them in a manner commensurate with the expenditure.

Noted that these two items took the total expenditure under s137 of the LGA 1972 in the current financial year to £1,898.30 against a cap for the council of £6,300 as calculated in accordance with the terms of the LGA 1972.

b. Q3 statement of receipts and payments

Noted that the year-end projection is for a surplus of £12,600 against a budgeted deficit of £16,350, an improvement of £28,950. The main variations are:

- £18,350 unbudgeted income from Community Infrastructure Levy
- £13,000 lower than budgeted expenditure on one-off items (carried forward to 2020/21)

offset by

- £3,000 higher than anticipated regular expenditure (mainly higher clerk costs)

The cash balance at the end of the year is anticipated to be £41,000.

c. Allocation to earmarked reserves

In the light of the cash balance detailed in 20/009.b above, the Council extended an invitation to members of the public to attend the next council meeting on 17th February to propose how these resources should be best utilised for the benefit of the community.

d. Allotment rental

Noted that invoices totalling £1,137 had been issued with a deadline for payment of the

31st January, and that payments of £582 had been received to date.

e. 2020/21 Budget

Noted that the budget had been prepared on the basis that the average precept would be unchanged from 2019/20. Costs had been increased by inflation other than donations where an allowance had been included for the community to apply for grant funding, and for the clerk where costs had been adjusted for the increased hours.

Resolved: that the budget for 2020/21 be agreed as presented. Agreed unanimously.

f. 2020/21 Precept

To agree the amount of Council Tax required to support the Parish Council's activities in 2020/21 in line with the budget agreed in 20/009.e above.

Resolved: That Great Gaddesden Parish Council under section 41 of the Local Government Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2020, the sum of £9,046.18 is required to meet the expenses of the Council. We hereby require the levy of the said sum as an additional item of Council Tax for the Parish by Dacorum Borough Council, being the Billing Authority for the Borough and that Councillors Wilson, Fitzgerald and Stodell be authorized to sign the demand for the precept on behalf of the council

g. Monies received

Allotment rental	£587.00
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Interest to 31 st December	£8.41
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h. Payment of invoices

Dacorum Borough Council	Maintenance carried out at the churchyard of St John the Baptist, Great Gaddesden.	£1,111.80
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Nettleden with Potten End Parish Council	50% of costs relating to the Clerk's membership of SLCC paid for by Potten End PC.	£22.00
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A Farrow	Expenses in respect of McAfee anti-virus software, a padlock for Gaddesden Row allotments, 50% of printer ink (shared with NWPEPC) and 2 x EE top ups (December and January).	£162.39
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Affinity Water	Water supply to Gaddesden Row allotments.	£206.59
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Essex and Herts Air Ambulance	Grant to support charitable operations.	£500.00
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i. Bank mandate

Resolved: That Councillors Wilson, Thompson, Fitzgerald, Lowrie, and Stodell and Mr Andrew Farrow, the Parish Clerk be Authorised Signatories on the Parish Council's bank account maintained with The Royal Bank of Scotland Plc (the Bank) in accordance with the attached mandate which specifies as Signing Rules that two signatures are

required for any transaction debiting the account and that:

- the individuals identified as Authorised Signatories may, in accordance with the Signing Rules:
 - sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other
 - payments on the accounts even if it causes an account to be overdrawn or exceed any limit
 - sign, accept or endorse bills of exchange.
 - request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and undertakings)
- Authorised Signatories identified in the Signing Rules for unlimited amounts may, in accordance with the Signing Rules:
 - sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators
- any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the accounts;
 - opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction
 - is genuine and subject to any other agreement the Bank may require for those instructions.

The mandate will continue until the Customer completes a new mandate / passes a new Authority advising the changes in authority on the account(s).

Agreed unanimously.

20/010

Governance and Policies

a. Standing Orders

Resolved: To adopt the revised Standing Orders as presented. Agreed unanimously

b. Financial Regulations

Resolved: To adopt the revised Financial Regulations as presented. Agreed unanimously

c. Grant policy

Agreed that this would be more widely advertised and further considered alongside 20/009.c above and an outline of what constituted a good application at the next council meeting.

Action: Cllr Wilson to draft an outline application form.

d. Financial and Management Risk Assessment

Action: the clerk is to add a section on bank account reconciliation and to review the insurance cover for the allotments

Resolved: To agree the Financial and Management Risk Assessment as presented subject to a further review in April.

e. Delegated powers

Resolved: that the Parish Clerk be authorised to comment on behalf of the council on

planning applications submitted to Dacorum Borough Council within the statutory 21 day consultation period where the deadline for comments is before the next Council meeting, and where there is a consensus from Councillors of the nature of the response to the application. That when these powers are exercised that it will be reported as soon as practical to the Council.

That should it not be possible to establish a consensus that the clerk will endeavour to obtain an extension from Dacorum Borough Council to enable the application to be considered in full council.

That should it not be possible to arrange such an extension, that an extraordinary meeting of the Council should be called to consider the application.

That these delegated powers be incorporated as part of the Council's Standing Orders.

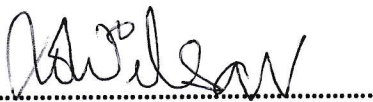
20/011

Date of next meeting:

8pm on Monday, 17th February 2020 at Great Gaddesden Parish Hall

The meeting closed at 10.05pm

Chair



Date

17/2/2020