

52 Cross Oak Rd  
Berkhamsted,  
Herts,  
HP4 3HZ

19<sup>th</sup> May 2020

## Minutes of Great Gaddesden Parish Council Meeting

held at 8.00pm on Monday, 18<sup>th</sup> May 2020

Online at: <https://us02web.zoom.us/j/84280546777?pwd=T0EyL0swQW02a3AyVFkxZGMrUGduZz09> or

And by phone on: 0203 481 5237 or 0131 460 1196

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

**In attendance:** Cllr B Chapman (Dacorum Borough Councillor), Cllr T Douris (County Councillor from 20:30 to 20:55), A Farrow (Parish Clerk), and 3 members of the public

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**20/049 Apologies for Absence**

Dacorum Borough Councillor Jane Timmis's apologies for absence were noted.

**20/050 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  
None
- c. To grant any requests for dispensation as appropriate  
None

**20/051 Minutes**

**Resolved:** that the minutes of the meeting held Monday 20<sup>th</sup> April 2020 circulated to members be signed as a correct record. Agreed unanimously.

**20/052 Outstanding Matters**

A number of items have been held over pending the availability of Borough and County staff currently involved in managing the coronavirus pandemic and are listed in Appendix 1.

**20/053 Public Participation**

- a. In response to a query from a member of the public Cllr Thompson confirmed that a grabber lorry was available to clear rubbish at the Gaddesden Row allotments. He would advise the clerk of a date so that a representative of the allotments could be on site to manage the process.

**20/054 Correspondence or other communication**

- b. An approach had been received from St John the Baptist, Great Gaddesden for financial



assistance to repair a path to the new graveyard. Quotes were being obtained. Any approach would have to meet the requirement of supporting the wider community.

- c. An approach had been received from St John the Baptist, Great Gaddesden to re-open discussions regarding closure of the churchyard. Cllr Lowrie and the Clerk agreed to meet representatives from the Parochial Church Council and Dacorum BC to take forward.
- d. A proposal was considered to compile a history of the Parish collating information about locations, houses and people that currently existed in a number of different places and in different formats. It was agreed that the concept should be advertised as widely as possible and people be asked to contribute headlines of anything that they might have or be aware of in advance of a more detailed discussion at the June meeting.

20/055

#### Highways

- a. All items have been held over pending the availability of personnel at Hertfordshire CC currently prioritising the coronavirus pandemic. See Appendix 1 for details.

20/056

#### Planning

- a. **To note the responses made to planning & licensing applications received between 21<sup>st</sup> April 2020 and 30th April 2020 under the Clerk's delegated powers:**

**20/00824/AFU    The Barn, Bradden Lane, Gaddesden Row, HP2                      Objection lodged**  
**6JB**

Conversion of steel-framed single storey agricultural building to commercial office space on two floors with associated car parking.

**Noted:** that 35 local residents had logged objections alongside the Parish Council, the Chilterns Conservation Board and Hertfordshire Highways; details of all the objections can be found on the Dacorum Borough Council website. The planning application has been withdrawn.

**20/00948/TCA    The Glebe House, Pipers Hill, Great                      No objection**  
**Gaddesden, HP1 3BY**

Works to trees

- b. **To consider the following planning applications.**  
None
- c. **To consider planning applications received between the date of the Agenda and the Council meeting**  
None
- d. **Building work in West Dene - damage to verge**  
**Noted:** that Cllr Timmis had reported the issue and obtained a reference number now held by the Clerk in the event that the damage was not made good on completion of the building work.

20/057

#### Allotments

The Clerk reported that there was a waiting list for both allotments.

20/058

#### Finance and administration

##### a. Insurance renewal

- i. **Resolved:** that the level of insurance circulated to Councillors was adequate for the needs of the council. Agreed unanimously.
- ii. **Resolved:** to renew the insurance with Pen Underwriting Ltd at a premium of £355.94. Agreed unanimously.

##### b. Monies received

*AS Wilson*

|                  |                                                                                                                               |           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|
| Allotment rental |                                                                                                                               | £20.25    |
| Interest         | April                                                                                                                         | £8.41     |
| Dacorum BC       | Community Infrastructure Levy in respect of planning application 04/00412/19/FUL, a development at Nevarest, Noake Mill Lane. | £1,070.43 |

**c. Payment of invoices**

|                           |                                            |         |
|---------------------------|--------------------------------------------|---------|
| DCVS                      | Payroll administration fee                 | £25.20  |
| DCVS                      | Clerk's salary                             | £786.90 |
| A Farrow                  | Clerk's expenses                           | £89.52  |
| Affinity for Business Ltd | Water rates for Great Gaddesden allotments | £86.24  |
| Came and Company          | Annual insurance                           | £355.94 |

**d. Financial statement as at 18<sup>th</sup> May 2020**

**Noted:** that the expenditure of £1,248 detailed in 20/059.b above was within budget. The year-end projection for net regular income and expenditure continued to be for break-even. The council has £11,500 of its budget for community support available which if utilised would result in a full year loss of £10,600.

Full information is available in Appendix 2.

**e. Draft financial results 2019-20**

**Noted:** the draft financial results for 2019-20 which show a surplus of £11,900 against a loss of £9,700 in 2018-19. The surplus was as a result of income being £15,100 higher and costs £6,500 lower. At the end of the financial year the Council had cash reserves of £41,500.

The higher income was predominantly from Council Infrastructure Levy up £13,600 together with increased allotment income of £1,000 largely from the one-off sale of apples from Gaddesden Row allotments but also higher plot utilisation.

The reduction in costs was predominantly due to one off expenditure being £10,000 less after the purchase of the defibrillators, the SID warranty and extensive work on the allotments in 2018-19. Regular expenditure was £3,700 higher largely as a result of overtime costs at the start of the year and the new clerk being retained for more hours.

Full information is available in Appendix 3.

**f. Internal Audit**

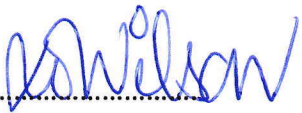
**Noted:** that the Internal Audit will take place on 26<sup>th</sup> May 2020.

**20/059**

**Date of next meeting:**

8pm on Monday, 15th June 2020 either virtually (details to be advised) or at Gaddesden Row Village Hall, depending on Government policy regarding public gatherings at that time.

The meeting concluded at 9.45pm

Signed ..... 

Dated ..... 

## Appendix 1 - Outstanding Matters

### i. New dog bins

Unable to progress until Dacorum BC complete a survey of existing bins in the Parish.

### ii. VE Day commemoration

Unable to progress until a new date has been fixed.

### iii. Defibrillators

Unable to progress training course or maintaining awareness until after the restrictions on meetings are lifted.

Waiting to hear back from Community Heartbeat with an update on VETS.

### iv. Closure of St John the Baptist Churchyard

Unable to progress until discussions have been held with:

- The PCC to discuss precisely what will become the responsibility of either Dacorum BC or the Parish Council.
- The stone mason to determine the replacement value of the war memorial and whether there are any unsafe headstones.
- Dacorum BC to understand why they undertook a survey of the churchyard in 2019.

### v. Bank mandate

Two months since the changes were requested the bank has asked for additional ID to be certified at a branch.

### vi. Hedges on Pipers Hill Lane

Unable to progress until there is someone at Dacorum BC with whom to discuss land ownership.

### vii. Planters in front of the defibrillator in Great Gaddesden

#### a. Nettleden Rd – possible layby

Cllr Douris to update

#### b. Cleaning of Pipers Hill pavement between the garden centre and school

Cllr Douris to update

## Appendix 2 – financial statement as at 18th May 2020

|                                                 | May           | Actuals to date | Year end projection | Annual budget  | Variation - Yearend projection to budget |            | Actual 2019/20 | Variation - Yearend projection to 2019/20 actual | Commentary                                                    |
|-------------------------------------------------|---------------|-----------------|---------------------|----------------|------------------------------------------|------------|----------------|--------------------------------------------------|---------------------------------------------------------------|
| <b>Income</b>                                   |               |                 |                     |                |                                          |            |                |                                                  |                                                               |
| Borough Council general income                  | -             | 9,167           | 9,167               | 9,167          | - 0                                      | 0%         | 9,097          | 70                                               | 1% Community Infrastructure Levy £18,000 in 2019-20           |
| Open spaces income (inc Borough Council grants) | 20            | 5,523           | 6,523               | 6,503          | 20                                       | 0%         | 7,385          | -862                                             | -13% One-off sale of apples plus late allotment rental        |
| Total other income                              | -             | 8               | 8                   | -              | 8                                        |            | 433            | -425                                             | Contribution to defibrillators on 2019-20                     |
| <b>Total regular income</b>                     | <b>20</b>     | <b>14,699</b>   | <b>15,699</b>       | <b>15,670</b>  | <b>29</b>                                | <b>0%</b>  | <b>16,915</b>  | <b>-1,216</b>                                    | <b>-8%</b>                                                    |
| One-off income                                  | -             | 1,070           | 1,070               | -              | 1,070                                    |            | 18,050         | - 16,980                                         |                                                               |
| <b>Total income</b>                             | <b>20</b>     | <b>15,769</b>   | <b>16,769</b>       | <b>15,670</b>  | <b>1,099</b>                             |            | <b>34,965</b>  | <b>- 18,196</b>                                  |                                                               |
| <b>Expenditure</b>                              |               |                 |                     |                |                                          |            |                |                                                  |                                                               |
| Personnel                                       | 787           | 1,574           | 9,494               | 9,500          | 6                                        | 0%         | 8,608          | -886                                             | -9% Increased hours for clerk                                 |
| Administration                                  | 105           | 790             | 2,389               | 2,390          | 1                                        | 0%         | 4,409          | 2,020                                            | 85% Reduced over time, costs of clerk recruitment in 2019-20  |
| Finance                                         | 356           | 356             | 956                 | 920            | -36                                      | 0%         | 774            | -182                                             | -19% Includes audit and insurance fees                        |
| Highways                                        | -             | -               | -                   | -              | -                                        |            | -              | -                                                |                                                               |
| Open spaces maintenance                         | -             | 106             | 2,535               | 2,690          | 155                                      | 6%         | 2,616          | 81                                               | 3%                                                            |
| <b>Total regular expenditure</b>                | <b>1,248</b>  | <b>2,826</b>    | <b>15,374</b>       | <b>15,500</b>  | <b>126</b>                               | <b>1%</b>  | <b>16,407</b>  | <b>1,033</b>                                     | <b>7%</b>                                                     |
| <b>Net regular income/expenditure</b>           | <b>-1,227</b> | <b>11,872</b>   | <b>324</b>          | <b>170</b>     | <b>154</b>                               | <b>48%</b> | <b>508</b>     | <b>-184</b>                                      | <b>-57%</b>                                                   |
| One-off expenditure                             | -             | 500             | 12,000              | 12,000         | -                                        |            | 6,268          | -5,732                                           | -48% More reserves earmarked to support community initiatives |
| <b>Total expenditure</b>                        | <b>1,248</b>  | <b>3,326</b>    | <b>27,374</b>       | <b>27,500</b>  | <b>126</b>                               |            | <b>22,675</b>  | <b>-4,699</b>                                    | <b>-17%</b>                                                   |
| <b>Net total income/expenditure</b>             | <b>-1,227</b> | <b>11,372</b>   | <b>-10,605</b>      | <b>-11,830</b> | <b>973</b>                               |            | <b>12,290</b>  | <b>-22,895</b>                                   | <b>216%</b>                                                   |

### Appendix 3 – draft financial results 2019-20

|                                          | 2018 - 2019       | 2019 - 2020      | Variance         | Commentary                                                                                    |
|------------------------------------------|-------------------|------------------|------------------|-----------------------------------------------------------------------------------------------|
| <b>Income</b>                            |                   |                  |                  |                                                                                               |
| <b>Regular income</b>                    |                   |                  |                  |                                                                                               |
| From DBC                                 |                   |                  |                  |                                                                                               |
| Precept                                  | 8,554.47          | 8,976.18         | 421.71           |                                                                                               |
| Concurrent services grant                | 4,835.40          | 5,503.10         | 667.70           |                                                                                               |
| Council tax support grant                | 100.13            | 120.72           | 20.59            |                                                                                               |
| Total from DBC                           | 13,490.00         | 14,600.00        | 1,110.00         |                                                                                               |
| Other income                             |                   |                  |                  |                                                                                               |
| Interest                                 | 44.74             | 83.07            | 38.33            |                                                                                               |
| Allotment Income                         | 850.50            | 1,882.32         | 1,031.82         | £550 income from sale of apples, £220 income from late 2019 rental, increased utilisation     |
| Total other income                       | 895.24            | 1,965.39         | 1,070.15         |                                                                                               |
| <b>Total regular income</b>              | <b>14,385.24</b>  | <b>16,565.39</b> | <b>2,180.15</b>  |                                                                                               |
| <b>One-off income</b>                    |                   |                  |                  |                                                                                               |
| Groundwork Grant                         | 1,000.00          |                  |                  |                                                                                               |
| CIL Payment                              | 4,422.60          | 18,049.87        | 13,627.27        |                                                                                               |
| Misc income                              | -                 | 350.00           | 350.00           |                                                                                               |
| <b>Total one-off income</b>              | <b>5,422.60</b>   | <b>18,399.87</b> | <b>12,977.27</b> |                                                                                               |
| <b>Total income</b>                      | <b>19,807.84</b>  | <b>34,965.26</b> | <b>15,157.42</b> |                                                                                               |
| <b>Expenditure</b>                       |                   |                  |                  |                                                                                               |
| <b>Regular expenditure</b>               |                   |                  |                  |                                                                                               |
| Clerks Salary                            | 7,026.00          | 8,608.30         | 1,582.30         | Increased hours in second half of year                                                        |
| Administration costs                     |                   |                  |                  |                                                                                               |
| Expenses                                 | 602.85            | 2,638.16         | 2,035.31         | Overtime in first half of year, setting up payroll service (includes refundable deposit £800) |
| Water Rates                              | 415.67            | 593.55           | 177.88           |                                                                                               |
| Churchyard Maintenance                   | 1,085.76          | 1,111.80         | 26.04            |                                                                                               |
| Website                                  | 71.38             | -                | 71.38            |                                                                                               |
| Defibrillators (annual support)          | 522.00            | 560.00           | 38.00            |                                                                                               |
| Allotment maintenance                    | 714.54            | 350.00           | 364.54           |                                                                                               |
| Total administration costs               | 3,412.20          | 5,253.51         | 1,841.31         |                                                                                               |
| Newsletter                               | 350.00            | 350.00           | -                |                                                                                               |
| Professional services and training       |                   |                  |                  |                                                                                               |
| Insurance                                | 285.60            | 294.17           | 8.57             |                                                                                               |
| External Audit                           | -                 | 240.00           | 240.00           | No external audit in 2018/19                                                                  |
| Internal Audit                           | 240.00            | 240.00           | -                |                                                                                               |
| Training                                 | 218.00            | 290.00           | 72.00            |                                                                                               |
| Subscriptions                            | 746.67            | 718.10           | 28.57            |                                                                                               |
| Total audit etc                          | 1,490.27          | 1,782.27         | 292.00           |                                                                                               |
| <b>Total regular expenditure</b>         | <b>12,278.47</b>  | <b>15,994.08</b> | <b>3,715.61</b>  |                                                                                               |
| <b>One-off expenditure</b>               |                   |                  |                  |                                                                                               |
| Job Advertisements for Parish Clerk post | 410.64            | 594.00           | 183.36           |                                                                                               |
| Allotment plot clearance and sundries    | 5,311.00          | -                | 5,311.00         |                                                                                               |
| Wreath of Remembrance                    | -                 | 18.50            | 18.50            |                                                                                               |
| Noticeboards                             | 172.64            | -                | 172.64           |                                                                                               |
| Donations                                | 150.00            | 6,268.00         | 6,118.00         | £3,000 to GG school, £2,000 to GR shool, £768 to GG church, £500 to air ambulance             |
| Defibrillators (purchase)                | 6,070.00          | -                | 6,070.00         |                                                                                               |
| Herts CC re SID                          | 5,100.00          | -                | 5,100.00         |                                                                                               |
| Election costs                           | -                 | 150.00           | 150.00           |                                                                                               |
| <b>Total one-off expenditure</b>         | <b>17,214.28</b>  | <b>7,030.50</b>  | <b>10,183.78</b> |                                                                                               |
| <b>Total expenditure</b>                 | <b>29,492.75</b>  | <b>23,024.58</b> | <b>6,468.17</b>  |                                                                                               |
| <b>Surplus/defect</b>                    | <b>- 9,684.91</b> | <b>11,940.68</b> | <b>21,625.59</b> |                                                                                               |

### 1. Cash reconciliation

|                             |            |        |
|-----------------------------|------------|--------|
| Cash balance as at 01/04/19 | 28,795     |        |
| Net income 2019 - 2020      | 11,941     |        |
| Unpresented items           | <u>748</u> |        |
|                             | 12,689     |        |
| Cash balance as at 30/03/20 |            | 41,484 |

### 2. Reserves

|                               |               |        |
|-------------------------------|---------------|--------|
| Gaddesden Row Orchard         | 1,737         |        |
| Parish Paths                  | 2,000         |        |
| Risk assessment               | 13,000        |        |
| Community grants              | <u>15,500</u> |        |
| Total earmarked reserves      | 32,237        |        |
| General reserves              | <u>9,247</u>  |        |
| Total reserves as at 30/03/20 |               | 41,484 |

### 3. S.137 expenditure

S.137 of the Local Government Act 1972 gives the Parish Council some latitude to spend on items for which it has no explicit legal power but only up to a maximum of the number of electors multiplied by an amount advised annually by Government. As at 1<sup>st</sup> April 2019 the Parish had 776 electors and the amount the Council could spend per elector was £8.12, giving a maximum spend under s.137 in 2019/20 of £6,301.12.

S.137 expenditure is included in the accounts under the appropriate heading but is broken out below for ease of accounting.

|                                                 |            |       |
|-------------------------------------------------|------------|-------|
| Remembrance Day wreath                          | 18         |       |
| St John the Baptist churchyard<br>maintenance   | 1,112      |       |
| St John the Baptist disabled access<br>lighting | <u>768</u> |       |
| Total s.137 expenditure 2019-20                 |            | 1,898 |

### 4. Community Infrastructure Levy

Community Infrastructure Levy (CIL) is a tariff applied on new commercial developments. CIL funds must be spent within five years of receipt and must be used to support the development of the parish.

|                            |               |               |
|----------------------------|---------------|---------------|
| Received 3/19              | 4,423         |               |
| Received 10/19             | <u>18,050</u> |               |
| Total CIL income           |               | 22,473        |
| CIL expenditure            | <u>0</u>      |               |
| Total CIL expenditure      |               | 0             |
| CIL balance as at 30/03/20 |               | <u>22,473</u> |