

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL HELD ON TUESDAY 5 FEBRUARY 2008 AT 7.30PM IN THE METHODIST CHURCH, WESLEY ROAD, MARKYATE

**Present:** Councillors: E King, Chairman, P Bunyan, Vice Chairman, B/Cllr H Chapman, Cllrs I Crawford, C Dullea, R Peterson, S Pilkinton, Mrs J Bissmire (Clerk)  
**In attendance:** B/Cllr D Lloyd and 4 members of public

The chairman gave apologies for the change of venue which was due to pantomime rehearsals taking place in the Jones Room at the Village Hall.

### 397/07-08 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Deacon due to being on holiday, Cllr Gower due to business commitments and Cllr Patel due to sickness

### 398/07-08 DECLARATIONS OF INTEREST

Cllr King declared a personal interest in planning application 4/00100/08/LDE due to this applicant being an acquaintance.

### 399/07-08 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of the Council held on 8 January 2008 were a correct record and were signed by the Chairman. This was proposed by Cllr Dullea and seconded by Cllr Peterson.

### 400/07-08 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 68.

Mr M Gurney stated the PCC were looking for clarity as to who had responsibility for funding of the cemetery, particularly in view of the proposed extension. He was aware the Parish Council paid for grass cutting and the cutting of the hedge. As this is the village cemetery and all denominations are buried in this cemetery, the church do not feel they should fund this, although they have a small amount of fees there is a lot of work required to be carried out and clarity is required as to who will pay for on going work. The chairman thanked Mr Gurney for his report and said this would be discussed by the Parish Council under agenda item No. 419/07-08.

### 401/07-08 CORRESPONDENCE FOR INFORMATION ONLY

A list of correspondence received was circulated to all Councillors.  
A full list of correspondence is in the minutes folder and available at the Parish Office.

- |   |   |       |
|---|---|-------|
| 1 | It was noted the Dacorum Environmental Forum consists of expertise covering cars, water and green issues. This is open to the public every eight weeks to see how it works.   |       |
| 2 | Cllr Pilkinton circulated a report after attending the SHLAA stakeholder consultation on behalf of the Parish Council. Concern was expressed as Markyate is listed for housing; businesses are being sold for possible housing in the future. Agenda item for next meeting. | Clerk |
| 3 | Cllr Pilkinton asked if other members wished to attend the NALC Conference, one topic to be discussed is rural policing.  | All   |
| 4 | Update on Gypsies and Travellers site recommendations, 15 sites are proposed in Herts and 45 in South Beds. It was <b>agreed</b> the comments submitted previously by the Parish Council should be reiterated.  | Clerk |

### 402/07-08 PLANNING DECISIONS

#### Planning Decisions received from Dacorum Borough Council

- |   |   |  |
|---|---|--|
| 1 | 4/02739/07/FHA, 14 Bartholomew Green, Conservatory, Granted   |  |
| 2 | 4/02845/07/LDE, The Sun Inn, 101 High Street, use as Public House, Withdrawn.                                     |  |
| 3 | 4/02903/07/FHA, Lin Mar, Cavendish Road, Double and Single Storey Extensions with Dormer Loft Conversion, Granted |  |
| 4 | 4/03024/07/FHA, 10 Summer Walk, Single Storey rear Extension, Withdrawn   |  |

### 403/07-08 PLANNING APPLICATIONS

The Parish Council considered the planning applications which had been referred by Dacorum Borough Council for observation. The Parish Council requested the Local Planning Authority to take the following comments in to consideration when determining the under mentioned applications.

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|---|---|-------|
| 1 | 4/03127/07/LDP, Loft Conversion, 23 Blacksmiths Row, High Street<br>For information, noted. | Clerk |
|---|---|-------|

B/Cllr D Lloyd arrived at 7.50pm  
 2 4/03168/07/TPO, Works to trees, North Court, Buckwood Road  
 Although it was **agreed** there was no objection to this application, the Parish Council has queried if all these trees are owned by the applicant and if these trees have Tree Preservation Orders, is this allowed?  
 3 4/00086/08/FUL, Construction of Five Dwellings with Car Parking, r/o 45, 47 & 49 High Street  
 It was noted one letter had been received raising concerns regarding this application.  
 The Parish Council object to this application for the following reasons:-  
 a) Overdevelopment of site  
 b) Inappropriate development  
 c) More traffic in the High Street  
 d) Difficult for emergency and service vehicles to access  
 e) Overlooking Roman Way  
 f) Insufficient parking

Standing Orders were suspended at 8.05pm to allow the applicant for the following application to speak.

4 4/00214/08/FHA, Single Storey side and rear extension, 10 Summer Walk  
 The applicant explained that she had been liaising with the Planning Officer regarding this application and as loss of light was not an issue, it was considered this could be overbearing, therefore the property has been shortened and a lower pitch put on. Negotiations had taken place with the neighbours who had no objection.  
 The Parish Council **agreed** they had no objection to this application.

Standing Orders were reinstated at 8.09pm

5 4/00100/08/LDE, Use of Building as an Office, Lower Farm End, Luton Road  
 Whilst the Parish Council does not object to this application it is expected this would be a rural business and not a large working business.

**404/07-08 CLERKS REPORT**

1 Staff training has been held by Mr & Mrs Rutherford in the Quickbooks Accounting Package. Further training will be held at the Parish Office when the bank accounts have been transferred to HSBC.  
 2 HAPTC will be holding a Risk Assessment seminar on Wednesday 12th March, 2008 at The Manor House, Abbots Langley from 9.30am to 12pm at a cost of £20 per delegate. One place has been booked on this course for a member of staff.  
 3 Chief Constable Frank Whiteley would like to invite Parish & Town Councils to a seminar at the police HQ on 22nd and 29th April, 2008.  
 4 Climbing Wall. It was reported DBC had been awarded the National Lottery bid for Rural Play in Dacorum and will provide open access provision for a range of art and craft and sporting activities for children of all ages free of charge. A climbing wall will also be provided for one of the days in each area. It was confirmed the location of the Village Hall would provide the venue for the climbing wall for one day between 24 July and 29 August 2008. DBC to be advised.  
 5 War Memorial. It was reported English Heritage had requested an itemised statement from the contractor for the extra work carried out to the War Memorial and also photographs of the completed work prior to funding of this project. On going

FO  
 All  
 Clerk  
 RP/  
 Clerk

**405/07-08 ACCOUNTS FOR PAYMENT**

To approve the schedule for payment as attached.  
 It was proposed by Cllr P Bunyan and seconded by Cllr Pilkinton and **agreed** unanimously to approve the schedule for payment.

It was noted the payments to Village Garden Services were for emergency work carried out to a leaking pipe in the Y2K hall, clearing up of glass for 5 vandalised windows in the Y2K Hall, replacement of glass to the fire alarm after this was activated by vandals.

**RESOLVED:** that the schedule of payment be signed as circulated.

The schedule of accounts listed the balances of the Parish Councils accounts on 5 February 2008 as follows:

MPC Current Account	£ 3440.82
MPC Deposit Account	£ 7924.38
National Savings Account	£ 48845.82
Village Hall Current Account	£ 12771.52
Warden Account	£ 655.10
Luncheon Club	£ 644.15

Clerk

**406/07-08 EXTERNAL AUDIT**

It was reported the delay in the closing of the 2004/05, 2005/06 and 2006/07 accounts was due to procedures being followed after objections from a member of public. On going. HC

**407/07-08 INTREPRETATION BOARDS**

A draft was presented and it was agreed some slight adjustment to be made. A new draft to be brought to the next meeting. Cllr Peterson was thanked for his hard work in the production of the artwork. On going. RP

**408/07-08 WELCOME SIGNS**

It was confirmed Hertfordshire Highways will not permit advertising on the Welcome Signs. B/Cllr Chapman said he had spoken with Mr Goodyear and it was confirmed County are going to fund this whole project including the placing in the ground of the four signs. A draft of a sign which complies to The Traffic Signs Regulations and General Directions was presented to the meeting and this was accepted. It was confirmed letters had been sent to the prospective sponsors outlining the situation and thanking them for their patience and interest in these signs. On going. Clerk

**409/07-08 WALKING MAPS**

It was confirmed funding from The Conservation Board had been granted for the production of four new maps and a reprint of the existing maps. A meeting is being held on 13 February 2008 in the Jones Room. On going. EK/RP

**410/07-08 PHOTOCOPIER**

It was reported Canon will replace the faulty machine and reimburse payment made to AltusAdtek for £84.40 for emergency repair on 15 January 2008. The Clerk has requested three quotations for a Maintenance Contract from specialists but only two were received. Clerk

The Parish Council

**RESOLVED**

To accept the Maintenance Contract from Chariot Office Automation Ltd

At the rate of 1p per copy/print to include toner, parts, engineers time for a minimum volume of 4500 copies per quarter

This was proposed for Cllr Pilkinton and seconded by Cllr Peterson.

The Clerk was requested to put the work in hand immediately.

**411/07-08 VILLAGE CLOCK**

It was reported the hands have been adjusted on the clock and this is now working but the time had yet to be set, although there had again been difficulty gaining access to the mechanism of the clock. A new bulb is also required. RP/ Clerk

Cllr Pilkinton said she will hold the key in the future.

It was also reported Allianz had requested an itemised invoice from Smiths of Derby for the repair work recently carried out. The Clerk confirmed she had contacted Smiths on four occasions but to date this had not been forwarded. The insurance company had been informed and this was noted. On going.

**412/07-08 TEMPORARY VILLAGE WARDEN**

It was reported Village Garden Services, were contracted for two hours per day in Flamstead and Markyate whilst acting as the temporary Village Warden which allowed minimum duties to be carried out. Clerk

The chairman recommended this to be increased with immediate effect to three hours per day making a total of 15 hours per week in order for more duties to be carried out in Flamstead and Markyate.

This was **agreed** unanimously

**413/07-08 UNVEILING OF ARTWORK IN UNDERPASS**

It was **agreed** this should be cancelled as DBC felt they could not attend an Opening Day due to graffiti on the new artwork.

Complete.

**414/07-08 REGULATIONS RELATING TO THE CONDUCT OF LOCAL AUTHORITY MEMBERS IN ENGLAND CONSULTATION**

A copy of this document was circulated to all members and duly noted. Clerk

**415/07-08 REVIEW OF AGENDA ITEMS**

The Clerk had circulated a report to all members regarding items which were on the agenda where several matters were discussed under one heading, This included Correspondence for information and Areas of Specific Interest. The concern that decisions could be made with out being on the agenda was a possibility. In order for this to be avoided, the Parish Council were advised to remove these two items from the agenda. Clerk

Discussion followed and concern was expressed regarding urgent matters which could be reported under

Areas of Specific Interest but it was **agreed** any such item would be reported under Chairman's Emergency Item if this was considered relevant. If urgent items required discussion after publication of the agenda, an extraordinary meeting must be called.

It was **agreed** these two items would be removed from the agenda.

A list of correspondence will be circulated to all members and agenda items requested from this list if a report is to be made.

A 'members only' page on the website was put forward for consideration in the future.

#### **416/07-08 REVIEW OF STAFF WORKING HOURS**

The chairman recommended to the Parish Council in the event of staff sickness, staff working hours could increase to cope with the extra workload as and when required.

This was **agreed** unanimously.

#### **417/07-08 CARE OF THE VILLAGE**

- |   |  |       |
|---|--|-------|
| 1 | The surface near 3, 5 and 7 Buckwood Road is breaking up. A temporary road closure was made for sewer work and the surface relayed is poor. (HH)   | Clerk |
| 2 | Pickford Road towards Beechwood, dip by houses on left (The Dell). B/Cllr Chapman reported a meeting is being held on Thursday, this requires a complete resurface.  | HC    |
| 3 | The Salt Bin at the cemetery should be repositioned at the bottom of the hill  | Clerk |
| 4 | The drains are full up at 1 Albert Street  | Clerk |
| 5 | Residents are fly tipping over fences in Peggy's Field, a letter to be sent to all residents in George Street asking for this to be removed.   | Clerk |
| 6 | Crossovers in High Street. Delay was due to these being laid at 64 High Street as this is a Listed Building and it could contravene conservation guidelines. B/Cllr Chapman said in his opinion this was not considered a problem as the cobbles go in the archway.<br>B/Cllr Lloyd said cobbles breach the Disability Act; they are 'Sets'. It was reported the sets would be installed in February 2008.<br>B/Cllr Chapman and B/Cllr Lloyd are to ensure the traffic calming signal in Cheverells Green is placed in the coming year budget and not the following year. | HC    |

#### **418/07-08 EQUIPMENT REQUIREMENTS FOR PLAY AREA IN PEGGY'S FIELD**

It was reported as the goal post is well used in Peggy's Field a large puddle has formed. It was suggested a safety surfacing which could be used in all weathers should be laid. It was **agreed** HAPTC should be contacted as they had previously offered free safety surfacing.  
On going. Agenda Item.

SP

#### **419/07-08 CEMETERY IN MARKYATE**

Following the report given by Mr M Gurney, the Parish Council **agreed** on the following actions:

- a) A letter to be sent to DBC asking for clarity on responsibility for maintenance of cemetery and new part of cemetery as this is used for all denominations.
- b) Confirmation as to how this will be administered.

Clerk

It was reported if the cemetery is full, graves can be reopened. If the cemetery is closed, this will go back to the Parish Council, who then would pass to DBC who can not refuse to accept. A full cemetery is not the same as a closed cemetery. If it is full it does not have to be closed.

The parish must decide if they wish this to remain as a parish cemetery, if so, extra will have to be paid to keep it that way.

B/Cllr Chapman and B/Cllr Lloyd considered the possibility of using part of their concessionary funds of £4000 but it was reiterated this had to be shared between three parishes.

It was also noted the lack of privacy and wind tunnel created at the cemetery due to part of the hedge being removed but it was reported this will regenerate very quickly. B/Cllr Chapman to ask DBC to formulate a response regarding this.

HC

#### **420/07-08 NEW VALIDATION CHECKLISTS FOR PLANNING APPLICATIONS CONSULTATION**

Having studied this document Cllr Crawford reported as follows:-

National: Have to be taken on board - each area adds its own possible requirements.

Suggested Dacorum extras more pertinent to local area.

New car parking layout, bat surveys, etc

Do we agree with what DBC are suggesting? Cllr Crawford believed this to be reasonable.

More formulated to suit the area.

Have to consult to have balanced view

Its local issues

Does it mean better plans?

National: More details they are raising standards.

For example slope of land not shown on some applications, this should improve.

**Agreed:** The Parish Council considers this to be reasonable. This response to be submitted.

Clerk

The Parish Council thanked Cllr Crawford for the report given

**421/07-08 SECURITY SHUTTERS/GRIDS AT VILLAGE AND Y2K HALL**

Although quotations had been obtained from specialists previously for random shutters and grids, the Clerk had requested a further 3 quotations from specialists but only 2 had responded to the new specification within the limited timescale.

The Parish Council

**RESOLVED**

To accept the quotation from

Hi-Secure Ltd

Consisting of 6 Crime Screens and 4 manual Security Shutters

For the sum of £3191.00 + VAT

This was proposed for Cllr Pilkinton and seconded by Cllr Bunyan

The Clerk was requested to put the work in hand immediately.

Clerk

Mr Jack Daw from the Fire & Rescue Service, Dacorum Community Safety Co-ordinator had visited the site and confirmed shutters and grids do not contravene Fire Safety Regulations.

**EMERGENCY ITEM CCTV**

A crime prevention meeting was held on Monday 4 February with Inspector C Smith, Hertfordshire Police David Mahon, Crime Reduction /Architectural Liaison Officer, Hertfordshire Police, Clive Townsley, Community Safety Coordinator, Dacorum Borough Council, Cllr King, B/Cllr Chapman, Cllr Peterson, Cllr Pilkinton and the Clerk to discuss Shutters and Grids. In the context of security it was considered a solid reason at that time to acknowledge CCTV as an extension to the escalating incidences in vandalism and antisocial behaviour at the Village and Y2K Halls with a very strong recommendation from the police that the Parish Council install CCTV at the Halls.

As external funding was available through Dacorum Community Safety Partnership and Hertfordshire Police providing this was submitted by 18 February 2008, it was **agreed** for these reasons this item should be discussed.

Three quotations had been requested for CCTV in the porch of both Halls and outside the Y2K, but only two were received within the timescale.

The Parish Council

**RESOLVED**

To accept the quotation from Quantum Security

For the sum of £5618.00 plus £60.00 for installation of a power surge protector + VAT

The Clerk was requested to put this work in hand and submit the application for external funding as a matter of urgency.

This was proposed by Cllr Dullea and seconded by Cllr Bunyan

Clerk

**422/07-08 NEWSLETTER**

Deferred to next meeting. Agenda item.

All

**423/07-08 TRAFFIC LIGHTS ON A5**

It was confirmed a provisional date for a meeting with Mr Bristo from Carillion had been arranged for Thursday 14 February 2008 at 2pm with Cllrs Peterson and Pilkinton.

RP/SP

**424/07-08 NEW MODEL PUBLICATION SCHEME**

Cllr Pilkinton circulated a report stating it is very clear a Parish Plan is required. Agenda item for next meeting.

It was **agreed** the Parish Council have no issues with what they are being asked to do. This response to be submitted.

Clerk

**425/07-08 REPORTS**

**Finance Committee.** No meeting.

**Halls Committee.** No meeting.

**HAPTC.** A meeting had been held and the minutes were circulated to all members.

Information on training to be obtained.

**School Governors.**

Cllr Bunyan reported she had resigned as Governor on the Governing Body of the Markyate Village School. Cllr Crawford has expressed an interest in fulfilling this role and will meet with the co-chairs of governors on 6 February 2008.

**Youth Management. No Meeting**

**Local Working.** A meeting had been held and the minutes were circulated to all members.

a) Two amendments to be notified.

b) B/Cllr Chapman and B/Cllr Lloyd concessionary funds for Cheverells Green

c) The steps to Cowper Rise from Wesley Road are not the responsibility of Hertfordshire Highways,

IC

part of concessionary funds may be used for this.

**426/07-08      EXTERNAL AUDITOR**

Notification that the Audit Commission proposes to appoint BDO Stoy Hayward LLP as auditor to Markyate Parish Council commencing with the 2007/08 account. This appointment will be for a five year period. This was duly received and noted.

**427/07-08      AREAS OF SPECIFIC INTEREST – FOR INFORMATION ONLY**

- 1 Fire at Doone Brae farm, a letter of concern and support to be sent on behalf of the Parish Council.
- 2 Village of the Year Competition to be an agenda item for next meeting.

Clerk  
Clerk

**428/07-08      ITEMS FOR MARKYATE MONTHLY**

- Security at Village and Y2K Halls
- Grant for Walking Map
- Overgrown hedges
- Debris in Peggy's Field
- Interpretation Boards, draft presented
- Date of Special Skip

Clerk

There being no other business the meeting closed at 10.40pm

**Next meeting Tuesday 4 March 2008**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_