

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL ANNUAL GENERAL MEETING

HELD ON TUESDAY 4 MAY 2010 AT 7.30PM IN THE JONES ROOM, MARKYATE VILLAGE HALL, MARKYATE

**Present:** Councillor E King, Chairman, Cllr P Bunyan, Vice Chairman, Cllr C Bennett, B/Cllr/P/Cllr H Chapman, Cllr I Crawford, Cllr S Deacon, Cllr R Peterson, Cllr S Pilkinton, Mrs J Bissmire (Clerk)

**In attendance:** B/Cllr David Lloyd and 5 members of public

The outgoing chairman stood down and passed the chair to B/Cllr Chapman who thanked her for the manner in which she has governed the Council during a trying year.

### 01/10 ELECTION OF THE CHAIRMAN OF THE COUNCIL

The outgoing chair called for nominations for chairman, as there were no nominations the outgoing chairman was asked to stand as chairman for the forthcoming year, this was proposed by B/Cllr Chapman, seconded by Cllr Peterson and **RESOLVED** that Councillor King be re-elected Chairman of the Council for the forthcoming year. Councillor King read and signed the Chairman's Acceptance of Office and agreement to abide by the Code of Conduct. The Chairman thanked the meeting for electing her for the forthcoming year.

### 02/10 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL

As no nominations were received for vice chairman, the outgoing vice chairman was nominated for the forthcoming year, this was proposed by Cllr King, seconded by Cllr Pilkinton and **RESOLVED** that Councillor Bunyan be re-elected Vice Chairman of the Council for the forthcoming year.

### 03/10 APPOINTMENT OF COMMITTEES AND REPRESENTATIVES TO OUTSIDE BODIES

The Clerk had circulated a report to all Councillors showing the current committee structure and representatives. It was proposed by Cllr King and seconded by Cllr Bunyan and **RESOLVED** That the following was **AGREED**:

#### COMMITTEE

#### MEMBER

The Chairman and Vice Chairman, ex officio shall be voting members of every committee unless specified they do not wish to serve. (Standing Order 47)

**BUDGET AND FINANCE COMMITTEE**  
Meetings per year: 2 - June and October

Cllrs: E King, P Bunyan, R Peterson, S Pilkinton

**HALLS COMMITTEE**  
Meetings per year: 8

Cllrs: P Bunyan, E King, C Bennett, S Deacon, R Peterson, S Pilkinton. Mr T Hodgson, Mr G Bottrill

**ALEY GREEN CEMETERY COMMITTEE**  
Meetings per year: 2

Cllrs: E King, I Crawford, S Deacon

#### REPRESENTATIVES TO OUTSIDE BODIES

**Watling Neighbourhood Action**

Cllrs: E King/S Pilkinton

**HAPTC**

Cllr S Pilkinton

**School Governor**

Cllr I Crawford (As ratified by School Governors)

### 04/10 INDIVIDUAL COUNCILLORS AREAS OF RESPONSIBILITY

Airport	C Bennett	Health	P Bunyan
Elderly Welfare	S Pilkinton	Environment	S Deacon
Planning	I Crawford	Schools	P Bunyan/I Crawford/S Pilkinton
Police	C Bennett	Emergency/ Disaster Plan	C Bennett
Village Green (Registering of)	E King	Newsletter	Articles C Bennett/Editorial R Peterson

### 05/10 APPOINTMENT OF BANK SIGNATORIES

It was **RESOLVED** that the following would continue to be Parish Council bank signatories for all Markyate Parish Council's bank accounts:-

**CATEGORY 'A' – TWO SIGNATURES REQUIRED PER CHEQUE**

Cllrs E King, C Bennett, P Bunyan, I Crawford, S Deacon, R Peterson, S Pilkinton

**CATEGORY 'B' – ONE SIGNATURE REQUIRED PER CHEQUE**

J Bissmire, Clerk/RFO, C Blanchflower, Financial Officer/Halls Administrator

**06/10 APOLOGIES FOR ABSENCE**

No apologies.

**07/10 DECLARATIONS OF INTEREST**

B/Cllr H Chapman declared a personal interest in item 20/10 Locality Budget and item 24/10 Green Space Strategy as both these items fall within his portfolio.

Cllr S Pilkinton declared a personal interest in planning application 4/00441/10/FUL, The Red Lion Public House, High Street, due to living in close proximity of this application.

**08/10 MINUTES OF THE LAST MEETING**

It was **RESOLVED** that the minutes of the Meeting of the Council held on 6 April 2010, with one amendment were a correct record and was signed by the Chairman. This was proposed by Cllr P Bunyan and seconded by Cllr I Crawford.

**09/10 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 68**

It was **RESOLVED** that Standing Orders be suspended in accordance with the provisions of Standing Order 68 so that members of the public might speak.

1. A member of public said the planters by the Welcome Signs are not nice. B/Cllr Chapman said these were provided through funds to enhance the village and were the best available with a restricted budget, but the comments made are noted.
2. One member of public attended the meeting to see how the Council conducts its business.
3. One member of public raised concerns regarding Planning Application 4/00515/10/FHA, Clovelly, Dammersey Close. Raising of roof with front and rear dormers to provide first floor accommodation and single storey rear extension. The concerns were the proposed roofline destroyed the visual impact, loss of privacy and light and overdevelopment of site. It was also noted the neighbouring property had not been consulted.

B/Cllr David Lloyd introduced himself and made the following report:-

1. He intends to spend time with all Parish Clerks in each of his parishes, to go through all issues and it is hoped this will link in with meetings.
2. He noted the sum allocated through the County Councillors Locality Budget to install litter bins was such good value that Markyate were able to do a little bit more to enhance the village, 'excellent use of funds'.
3. £10,000 of this years budget is now open, a decision will be made in July. Priority will be given to emergency bids.
4. Planning. The report made through Public Comments and Questions was noted; as B/Cllr Lloyd sits on the Planning Control Committee, B/Cllr Chapman will refer this on to ensure the concerns made are noted.
5. A 20mph speed zone is being looked at for the High Street, trying to ensure speeding can be prosecuted.
6. B/Cllr Lloyd said he is not convinced there is a need for a school crossing patrol in the village, this is being taken to County Hall to find out what can be done to make it safer.

Cllr King asked why the process for registering Peggy's Field has taken so long, B/Cllr Lloyd said it has to follow the official local process, it is okay to do under delegated powers, it does take time. They must ensure the process is followed correctly and all legal issues are addressed.

The question of cross overs in the High Street was raised. It was confirmed there is funding in this budget for completion of the sets.

Cllr Pilkinton mentioned the changed criteria for school transport and B/Cllr Lloyd said allocation in terms of distance is now measured in a straight line, this is determined on the map; free secondary school transport is available from 3 miles away. B/Cllr Lloyd said he will work to ensure Flamstead and Markyate get in to Roundwood and St Georges if this is their choice, we have a system where children go to school by geography, 'if Roundwood is closest, they will get in'.

Cllr Pilkinton commented on her disappointment that the distance rule had been changed without any consultation and we have to ensure there is a viable bus service

**Standing Orders were reinstated at 8.15pm**

B/Cllr Lloyd left the meeting

**10/10 MEETING DATES FOR 2010/11**

The Clerk had circulated a draft 1 schedule of Meeting Dates for 2010/11 which was approved for distribution.

It was suggested the August meeting should be cancelled due to the holiday period but as planning applications have a 21 day response deadline, it was **agreed** this meeting should remain.

**11/10 CHAIRMAN'S REPORT FOR 2010/11**

The Chairman's Report in its draft form was approved with amendments for publication.

**Action: Clerk**

## 12/10 PLANNING DECISIONS

### Planning Decisions received from Dacorum Borough Council

1. 4/00333/10/TCA, 58 High Street. Works to Trees in the Conservation Area. Granted as the proposed works will not have an adverse impact on the character or appearance of this part of the Markyate Conservation Area.
2. 4/00387/10/LBC, Spring Cottage, Roe End lane. Replacement detached garage and store and internal alterations to kitchen. Granted
3. 4/00293/10/FHA, Spring Cottage, Roe End Lane. Replacement detached garage with store and internal alterations to kitchen. Granted.
4. 4/00304/10/RET, Field adj. Broomhill Shooting ground, Windmill Road. Replacement Gate. Refused.
5. 4/00384/10/VOT, Cheverells Cottage, Cheverells Green. Variation of Condition 1 (Time) of Planning Permission 4/01775/05 - Single storey side and front extensions. Granted.

## 13/10 PLANNING APPLICATIONS

1. 4/00441/10/FUL, The Red Lion Public House, High Street. Change of use from Public House to one Residential Dwelling. No objection, the Parish Council asked for clarification for the use of the car park opposite, as to whether this can be used as parking facilities for the village. (No input from B/Cllr Chapman due to contact with DBC regarding this application)
2. 4/00476/10/FUL, Baptist Church, Buckwood Road, Single storey front extension. No objection. The Parish Council asked for consideration to be given to nearby residents during these works.
3. 4/00351/10/FUL, 9 Buckwood Road. Construction of two bed attached dwelling, single storey rear extension to existing dwelling and two garages/storage room to rear.

The Parish Council object to this application for the following reasons:-

- a) Additional pressure on the sewage system which already has overspill problems
  - b) Rear access difficulties
  - c) The siting of the garages would require the removal of established conifers, this is within the conversation area and would contravene the protection given to trees in such an area
  - d) Overdevelopment of site
4. 4/00442/10/FHA, Sunset, High Street. Single storey rear/side extension. No objection
  5. 4/00515/10/FHA, Clovelly, Dammersey Close. Raising of roof with front and rear dormers to provide first floor accommodation and single storey rear extension.

The Parish Council object to this application for the following reasons:-

- a) This is out of keeping with surrounding properties
  - b) This will restrict/overshadow light to neighbouring property
  - c) Overdevelopment of site
6. 4/00467/10/FHA, 74 Pickford Road. Two storey side and rear extension. No objection.

Two further applications were received after publication of the agenda:-

1. 4/00467/10/FHA, 74 Pickford Road, Two storey side and rear extension (AMENDED AND/OR ADDITIONAL PLANS/INFORMATION. (as above)
2. 4/00699/10/TCA, 12 High Street, Removal of Conifer. The Parish Council asked for more information for this application.
3. Application for proposed new detached single storey pre school building with external play area and the provision of 8 new car parking spaces at Markyate Primary School, Cavendish Road, Markyate, AL3 8PT.

The Parish Council object to this application for the following reasons:-

- a) Concern regarding inadequate parking of cars and the safety of children
- b) Access for children inadequate.

**Action: Clerk**

One member of public left the meeting at 8.50pm

## 14/10 CLERKS REPORT

1. The Clerk reported there has been some interest in filling the two Parish Councillor vacancies which have been Followed up. One applicant did not meet the full criteria but the details will be kept on record.
2. The picnic table by the village hall has been vandalised beyond repair and has been destroyed.

## 15/10 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached.

It was proposed by Cllr P Bunyan and seconded by Cllr R Peterson and **agreed** unanimously to approve the schedule for payment.

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

The schedule of accounts listed the balances of the Parish Councils accounts as at today's date as follows:

MPC Current Account	- £ 1825.05
MPC Savings	£ 9.27
MPC Investment	£ 40460.78
Petty Cash	£ 77.52
Luncheon Club	£ 2021.11
TOTAL	£ 40,743.63

It was noted the MPC current account showed a minus figures due to non receipt of the Precept, Concurrent and Warden payments which was due to delays in the authorisation process at DBC. The cheques signed at this meeting will be held until receipt of the budget from DBC, the figure shown is administration only.

#### **16/10 2010/11 CONCURRENT SERVICES AND WARDEN BUDGETS**

A copy of the letter dated 15 April 2010 from DBC was circulated to all members. It was noted the money requested for the cemetery, notice boards and open spaces was received but there was no increase for the Halls. £60.00 less was received for lighting, overall £156.00 was received less that asked for. It was also noted no special items were financed for 2010/11.

#### **17/10 PARISH COUNCIL INSURANCE**

The Aviva Renewal Schedule together with Policy Features document were received from Came & Company which is due for renewal on 1 June 2010. This was circulated prior to the meeting. Based on the Sums Insured, which have been increased by 3% index-linked and discounted by 5% due to non claims bonus, as shown in the cover details in the 2009/10 schedule, the renewal premium inclusive of Insurance Premium Tax is £2,192.12, this takes into consideration the 3 year binding agreement, minute 48/08.

It was

#### **RESOLVED**

To accept the premium for £2,192.12.

**Action: Clerk**

#### **18/10 LICENSING ACT 2003: BROOMHILLS SHOOTING GROUND**

An application for a Premises Licence has been received and published on the agenda for Broomhills Shooting Ground for the sale by retail of alcohol, and the provision of regulated entertainment in the form of live and recorded music, facilities for dancing and karaoke between the hours of 11:00 hrs and 23:00 hrs Monday to Thursday, 11:00 hrs and 03:30 hrs Fridays and Saturdays and 11:00 hrs and 02:00 hrs on Sundays.

As no member of the public has approached the Parish Council or members about this application, no representations were made, this was received and noted.

**No action**

#### **19/10 PARISH PLAN**

A report was circulated to all members asking each to select a group on which they can prepare an Action Plan to enable a breakdown into reasonable batches on headings each has opted for; also dates were listed for future meetings. It was suggested 10 meetings on specific topics and one meeting for the Parish Council to look at the Action Plan as a whole to be circulated in advance.

The original target for launch at the Annual Parish (Gathering) meeting can not be met. It is anticipated the Plan will be published in the summer.

Cllr Pilkinton reported on a budget and advertising, agenda items for June 2010 meeting.

The report recommends the computer/financial implications should be discussed due to the volume and technical demands of the production of the end product.

Local Government Act 1972: s.144.

**Action: SP/SD/RP/EK**

#### **20/10 B/CLLR CHAPMAN'S BOROUGH COUNCILLOR LOCALITY BUDGET**

It was noted the £320.00 in the Locality Budget has been earmarked for the following:-

1. Planters and plants by the Welcome Signs
2. Frame for the Interpretation Board on the Village Hall wall
3. Signs to Peggy's Field.

A schedule listing the up to date expenditure amounting to £181.27 was presented to the Parish Council and noted.

It was recommended the planters should be painted in a darker varnish.

The chairman thanked B/Cllr Chapman stating these are an asset to the village. A thank you was also given to the Village Warden who made the planters.

**Action: VW**

#### **21/10 DOCTORS SURGERY**

A report was circulated at the meeting advising Mrs Elspeth Taylor is now the Practice Manager at the surgery who has prepared the Markyate Surgery Summer 2010 information sheet; copies were distributed at the meeting.

The Parish Council **agreed** a link to the surgery should be placed on the Parish Council's website.

**Action: Clerk**

### **22/10 LOCAL SPORTS FORUM**

It was reported no agenda had been published for the planned meeting which was informal with only four attendees who confirmed they would like to continue with Markyate, Great Gaddesden and Flamstead. B/Cllr Chapman stated he had no knowledge of the sports forum but was asked to chair the meeting which he did, but advised this must be better organised and an agenda published prior to the next meeting.

**Action: SP**

### **23/10 SMALL BUSINESS ACCORD**

Cllr Pilkinton reviewed the Small Business Engagement Accord document which has just been set up and which Wheathampstead PC has signed up to because it compliments their Parish Plan.

The following was reported:-

1. Contact has been made with local shops asking for information on possible developments at Hicks Road.
2. It was felt businesses should be asked if they would sign up to this project.
3. Information to be obtained from DBC about their Local Strategic Partnerships – LSP and any possible signing up to the Accord.
4. The Parish Council should consider signing the Accord as a joint Watling Ward venture through Neighbourhood Action.
5. The very new Sustainable Communities Act – Amendment Act could offer real help to the village businesses, and give us the means to facilitate it.
6. Agenda item for June 2010 meeting

**Action: SP/Clerk**

### **24/10 GREEN SPACE STRATEGY CONSULTATION**

Deferred to 1 June 2010 meeting, as the deadline is 1 June 2010, DBC to be asked for a deadline extension.

**Action: SP/Clerk**

### **25/10 CHRISTINA MOSAIC PLAQUE**

It was reported the plaque has not yet been fitted. A second extension of time has been granted from St Albans Diocesan Registry to 10 June 2010.

**Action: RP**

### **26/10 ACTIONS IN THE VILLAGE**

1. Two lights broken in the village hall car park [HH]
2. The daffodil bulbs to be planted should include hyacinths, must agree position of planting [ALL]
3. Cars block the driveway to a house in Cowper Road , [HC]
4. Street light No. 32 needs maintenance (outside red lion) [HH]
5. Litter bin in Peggy's field needs emptying [VW]

### **27/10 RESIGNATION OF CLLR C DULLEA**

The Parish Council noted the resignation of Cllr Dullea which was due to business commitments. A letter to be sent to formally accept her resignation and to thank her for the commitment shown during the time spent as a Parish Councillor. Mrs Dullea **agreed** to continue working on the Parish Plan.

**Action: Clerk**

### **28/10 REPORTS**

**Budget and Finance Committee.** Next meeting 22 June 2010

**HAPTC.** The following was reported:-

1. The Sustainable Communities Act (Amendment Act) has been passed. St Albans and Three Rivers want to use the powers, to date DBC or HCC have not applied.
2. HAPTC have asked for a report on what is happening in local areas and whether local people are prepared to support the continuance of small local independent businesses or prefer the convenience and prices of mini markets setup by the larger supermarkets. What support small local businesses are receiving from the Parish Council, the Principal Authorities, or any other source.

**School Governors.** No meeting

**Watling Neighbourhood Action.** A thank you letter has been sent to the secretary. At this time the future of this group is uncertain. Further information will be made available at the Annual Gathering.

### **29/10 ITEMS FOR MARKYATE MONTHLY**

- B/Cllr Chapman thanked past and future chairman
- D Lloyds £10,000 in budget for cross overs in High Street
- Resurrect Walking Bus
- Report form Annual Parish Meeting (Gathering)
- Special Skip 26 June 2010

- Report on Lunch Club now at Swan Public House following negotiations and set up by the PC
- Thank you to Cllr Pilkinton for managing the PC stand at the May Fayre.

**Action: CB**

**30/10 GENERAL CORRESPONDENCE**

The Clerk had circulated the list of general correspondence which was duly noted.

There being no other business the meeting closed at 9.40pm

**Next meeting: 1 June 2010**

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

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