

# Markyate Parish Council

## MINUTES OF MARKYATE PARISH COUNCIL MEETING HELD ON TUESDAY 9 FEBRUARY 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, Cllr C Dullea, Cllr R Peterson, Cllr S Pilkinton,  
Mrs J Bissmire (Clerk)

**In attendance:** 0 members of public

### 315/10 APOLOGIES FOR ABSENCE

Apologies were received from B/Cllr H Chapman, Cllr I Crawford and Cllr S Deacon, all due to business commitments.

### 316/10 DECLARATIONS OF INTEREST

Cllr E King declared a personal interest in item 330/10, Signage in the play area at Peggy's field, due to living in close proximity.

Cllr S Pilkinton declared an interest in item 320/10 new cemetery and 321/10 disposal of cemetery waste, due to living in close proximity.

### 317/10 MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the Meeting of the Council held on 12 January 2010, as circulated, were a correct record and was signed by the Chairman. This was proposed by Cllr S Pilkinton and seconded by Cllr P Bunyan.

### 318/10 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 68

No public questions at this meeting

### 319/10 POLICE REPORT

PC M Coregan sent his apologies and forwarded a crime report which was circulated to all members. It was noted the report did not contain dates and not all crimes were included in the report, but the consensus was perhaps not all crimes are reported, and therefore, not included in the Crime report.

### 320/10 NEW CEMETERY IN MARKYATE

It was reported DBC do not own the drive leading to the existing cemetery and the PCC have confirmed the Diocese do not own this either. The Parish Council will continue to look in to this to try and ascertain ownership. Contact to be made with one parishioner to ask if they have any knowledge of the ownership of the path.

**Action: SP/Clerk**

### 321/10 DISPOSAL OF WASTE AT CEMETERY

It was reported bins are to be provided by DBC, details to be confirmed.

**Action: HC**

### 322/10 PLANNING DECISIONS

1. 4/01892/09/fha, 5 Sebright Road, Single Storey Rear Extension. Granted
2. 4/01972/09/LBC, 121 High Street, Rebuild Garden Wall. Granted

### 323/10 PLANNING APPLICATIONS

1. 4/00048/10/FHA, 126 High Street, First Floor Rear Extension. No objection
2. 4/00032/10/FHA, 28 Farrer Top, Part Garage Conversion with first floor side extension. No objection

### 324/10 CLERKS REPORT

It was reported the picnic table which was placed by the Village Hall is missing. The police have been informed.

### 325/10 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached.

It was proposed by Cllr C Bennett and seconded by Cllr C Dullea 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	£ 5,096.20
MPC Savings	£ 10,477.78
MPC Investment	£ 40,460.78

Petty Cash	£ 18.24
Luncheon Club	£ 652.41
<b>TOTAL</b>	<b>£ 56,705.41</b>

### 326/10 REVIEW EFFECTIVENESS OF INTERNAL AUDIT

As part of the Annual Return the Council has to confirm that it has reviewed its internal audit procedures and is happy that it is effective.

It was proposed by Cllr P Bunyan and seconded by Cllr S Pilkinton and

#### **RESOLVED**

That the Parish Council confirms that as far as it is in its power to do so:

- The Internal Auditor seems to be independent
- The Internal Auditor seems to be competent
- The Internal Auditor seems to have a satisfactory relationship with the Clerk and Councillors
- The Audit Planning is satisfactory
- The scope is satisfactory
- The reporting is satisfactory

### 327/10 APPOINTMENT OF BANK SIGNATORIES FOR PARISH COUNCIL NATIONAL SAVINGS AND INVESTMENTS BANK ACCOUNT

It was **RESOLVED** that the following would be Parish Council bank signatories for the National Savings Investment Bank Account:

#### **CATEGORY 'A'** (two signatures required)

1. Cllr E King
2. Cllr P Bunyan
3. Cllr C Dullea
4. Cllr C Bennett
5. Cllr R Peterson
6. Cllr S Pilkinton

#### **CATEGORY 'B'** (one signature required)

1. J Bissmire Clerk/Responsible Financial Officer
2. C Blanchflower, Halls Administrator/Financial Officer

### 328/10 CORRESPONDENCE FOR INFORMATION ONLY

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

### 329/10 LUNCHEON CLUB

Various organisations have been contacted to establish the cost of providing a hot meal with sweet in order to continue with the Luncheon Club at the Village Hall. To date two have shown an interest, this therefore gives the following options:-

1. Meal at the Village Hall provided by school/public house/cafe
2. Meal at a public house/cafe
3. Sandwiches and tea at the Village Hall
4. Cake and tea at the Village Hall

The chairman said she would visit the Luncheon Club on 10 February to ask their preference before proceeding further. After a meeting on 12 February 2010, the school will report the outcome to confirm if it is a possibility to provide meals and the cost involved.

It was reported redundancy letters were issued to Luncheon Club staff on 2 February 2010; the last day for the Luncheon Club is 24 March 2010.

**Action: EK/Clerk**

### 330/10 SIGNAGE IN PLAYGROUND AT PEGGY'S FIELD

Three quotations for new signs as recommended in the Playground Inspection Report issued on 29 October 2010 were presented to the Parish Council, but it was felt this could be provided by laminating signs and placing in the appropriate position in the play areas. Cllr King to arrange a meeting with the Village Warden to discuss this.

**Action: VW/Clerk**

### 331/10 REGISTERING OF PEGGY'S FIELD

A letter has been received from Hertfordshire County Council enclosing a Public Notice which appeared in the Hemel Hempstead Gazette on the 27 January 2010, a copy has been placed on the notice boards in the village until the end of the advertising period 10 March 2010 and on the Parish Council's website. It was noted the marked area on the Ordnance Survey map incorrectly stated Pickford Street; the Definitive Map Officer has been informed of this error.

On going

### **332/10 PARISH BORNE RATE FOR 2011/2012 FROM DACORUM BOROUGH COUNCIL**

A report was circulated to all members prior to the meeting advising when the Village Hall was built twenty years ago, £50,000 of its costs was by an interest free loan from DBC which the village agreed to repay at £5,000 per year over a 10 year period through the Parish Borne precept.

The Y2K building was added as the village millennium project and a further £50,000 was loaned by DBC with the same repayment agreement as the original loan.

As the village are paying towards the building, the hire charges for the halls are at a cheaper rate for residents than those living outside the village.

The final payment on these loans will be in the financial year 2010-2011.

The proposal put forward is as follows:-

1. Should this charge be excluded from future payments, therefore reducing any increase in the precept from 2011.
2. Is there any project that would benefit the whole village that could be paid for if we continued to charge £5,000 on the rates.

As this would not involve borrowing from DBC, funds would be used direct from the Parish Borne precept, it was agreed the decision to go ahead with any project should go to the Annual Gathering for parishioners to decide.

The following suggestions were put forward:-

1. Refurbishment of the Village Hall
2. Road safety for children

After discussion it was felt as road safety is within the remit of Hertfordshire Highways, refurbishment of the Village Hall should be given further consideration.

It was agreed this will be on the agenda for the Annual Gathering to be held on 11 May 2010 and agenda for 2 March 2010 meeting.

**Action: ALL/Clerk**

### **333/10 HEMEL BIRTH UNIT CONSULTATION**

This document entitled The future of Hemel Birth Unit and Related Maternity Services was passed to Cllrs Bunyan and Pilkinton to formulate a response. Due to the deadline date of 12 January 2010, a response was forwarded on behalf of the Parish Council stating the unit should be reopened as a full maternity unit with all emergency intervention on site. The priorities of safe delivery, with full backup available and quick access are obvious, but it is considered the quick access has been ignored. Watford hospital is too far away. Improvements considered were confidence that a fully backed up maternity facility within 20 minutes maximum at any hour can be reached. Information is available but more provision wanted.

The Parish Council

**RESOLVED**

To approve the full response as attached to the minutes. Cllrs Pilkinton and Bunyan were thanked for the response made.

### **334/10 CasE4 WORKING PARTY**

This document received from CasE4 working party was circulated to all members and has been set up to take forward the strong opposition of the people in the parishes of Caddington and Slip End to a proposal known as Bushwood Green to build some 5,500 houses and commercial properties on 800 acres of Green Belt to the west of Luton.

It was noted members from Caddington and Slip End Parish Councils sit on this committee.

The Parish Council felt this proposal would have an enormous impact on the road systems in the area and asked for a plan in order to gain more knowledge of the development. A letter to be sent to HertsCC and DBC objecting to further big developments on Green Belt without the infrastructure to cope with this.

**Action: Clerk**

### **335/10 AGENDA ITEMS FOR NEXT MEETING**

1. Future project for the village
2. May Fayre/new boards (SP)
3. Councillor Expenses

### **336/10 ITEMS FOR MARKYATE MONTHLY**

1. Police Reports
2. CasE4 Working Party
3. Parish Councillor Vacancy
4. Special Skip 20 March 2010
5. Report on pantomime
6. Report on Police Choir

**Action: CB**

### **337/10 FINANCIAL RISK MANAGEMENT/RISK ASSESSMENT FOR VILLAGE AND Y2K HALLS**

The following Risk Assessments were circulated to all members prior to the meeting:-

1. Financial/Management Risk Assessment
2. Village and Y2K Hall Risk Assessment

**RESOLVED**

To note the above Risk Assessments.

Cllr Bennett was thanked for his time in this matter.

### **338/10 NOISE PROJECT**

The following was suggested for work to be included in the Noise Project:-

1. Clear hedge which runs by the side of the cemetery/recreation ground
2. Walls to be cleaned in the underpass
3. Clear copse between Village Hall/play area

**Action: Clerk**

### **339/10 ACTIONS IN THE VILLAGE**

1. Broken boundary wall of the Cell in Luton Road [DBC]
2. The post outside 5B Pickford Road has the parking instruction sign missing [HH]
3. The name plate at Manse Court is lying on the ground because the posts need replacing [VW]
4. There is a lot of litter from Manse Court filtering through to Dammersey Close [VW]
5. Confirmation from Hertfordshire Highways when the crossovers will be completed. [Clerk]
6. A letter dated 6 February 2010 from a member of public was noted regarding the condition of Richmond House, litter in the village and the condition of the shops in the High Street, which the letter states, require a coat of paint.

### **340/10 POST OFFICE IN VILLAGE**

As some Councils have taken over Post Offices to avoid closure, it was suggested the Parish Council should manage the Post Office in the village. The Parish Council considered this and do not think this is possible.

It was noted the Markyate Post office is not schedule for closure.

### **341/10 CHEQUE BOOKS**

Concern was expressed regarding withdrawal of cheque books and Council procedures which have to be addressed. HAPTC are looking in to this. On going.

### **342/10 PARISH COUNCIL INSURANCE COVER**

Details of the proposed insurance cover changes in the sums insured was circulated prior to the meeting and the Parish Council

#### **RESOLVED**

To accept the proposed changes as follows:-

Buildings - £340,200.00

Office Contents - £8,980.00

General Contents - £36,341.00

Outside Equipment - £7,000.00

Street Furniture - £67,570.00

Gates & Fences - £860.00

War Memorial - £17,500.00

Playground Equipment - £36,750.00

Mowers & Machinery - £1,950.00

Sports Equipment - £0.00

Natural Sports Surfaces - £0.00

Other Sports Surfaces - £3,250.00

It was noted the Asset Register estimates the current value of the Playground equipment as £40,000.00, this is due to Other Sports Surfaces at £3,250.00 included as one item on the register, but listed separately on the Insurance Policy. The amended Policy will be distributed upon receipt from Aviva.

**Action: Clerk**

### **343/10 ASSET MANAGEMENT PLAN CONSULTATION**

This document entitled Asset Management Plan was passed to Cllr Bennett for a response to be prepared; comments were requested by 26 February 2010.

This is a key document that sets out a number of policies in relation to how DBC uses its assets. The Council has a wide range of land and buildings in its portfolio from civic centres to industrial units, shops to car parking. The Asset Management Plan sets out some general themes, but it is not designed to comment on every property that is owed or leased.

A draft of the response stated it is clear that the Asset Management Plan complies with good property management practice, it has a focus on open governance and it lies within the scope of the Dacorum, Hertfordshire, East of England and Government planning strategies. The Plan would appear to be a good direction in which to develop Dacorum's portfolio, invest existing management skills and grow in house experience. The measures enable open government and should provide proof of the portfolio's performance each year. It was considered five other points were needed to make the Plan work effectively:

Information Technology, Information and Records Management efficiency, Project Management proficiency, Innovation in response to climate change and Outsource Management.

The Parish Council

**RESOLVED**

To approve the full response to the consultation, as attached, and thanked Cllr Bennett for his time.

**Action: Clerk**

**344/10 SCHOOL CROSSING/ROAD SAFETY**

The Parish Council considered the letter from Markyate Village School and Nursery raising their concerns at school crossing and road safety in the village since the retirement of the lollipop lady. It is their view the key black spots are Pickford Road and Buckwood Road.

The Parish Council asked for a letter to be sent to Hertfordshire Highways requesting this post to be reinstated and expressing the concerns for road safety.

A letter also be sent to the village school advising the above and pointing out we are already in discussions with Hertfordshire Highways about various road safety matters.

**Action: Clerk**

**345/10 REPORTS**

**Finance Committee.** No report

**HAPTC.** It was reported Northchurch Parish Council have withdrawn from HAPTC, therefore, the chairman will no longer be on the Executive Committee and a request for the Annual Survey of Councils to be completed.

**School Governors.** In absentia Cllr Crawford, a report was distributed to all members regarding the proposals for new premises for Bizzie Bees. It was agreed a meeting to be arranged with all parties.

**Youth Management.** Cllr Bunyan reported a letter containing bank signatories for this account had been sent to the bank and we are now waiting for confirmation this account is closed.

**Watling Neighbourhood Action.** It was reported an Action Plan has to be prepared. Julie Still, DBC to be contacted to arrange presentation at the Annual Gathering on 11 May 2010.

It was noted the Flamstead, Gt Gaddesden and Markyate group is different because these are parished areas and other areas are not.

There being no other business the meeting closed at 10.05pm

**Next meeting: 2 March 2010**

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

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