

# WARESIDE PARISH COUNCIL

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## **Minutes of Parish Council Meeting held at 8.00pm on Thursday 15<sup>th</sup> June 2017 in the Village Hall, Wareside**

Present from WPC: Councillor S Beavis (SB), Rebecca Burdick (Clerk) (RB), Councillor R Northcote (RN), Councillor S Richards (SR), Councillor M Ryan (MR) (Chairman) and Councillor G Sheridah (GS).

Invited guests: County Councillor Eric Buckmaster (EB), District Councillor R Brunton (DCRB) and PCSO Stephen Blanks (SB).

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### **1. Apologies for absence.**

Councillor P Goodman (PG).

### **2. Open Forum**

No villagers attended.

### **3. Approval of minutes of the meetings held:**

- a. 20<sup>th</sup> April 2017 – Approved at previous WPC, amendments were made by RB and MR signed.
- b. 18<sup>th</sup> May 2017 – Approved by all Councillors present, MR to send RB email in order to complete 'Correspondence' agenda item. MR to sign at the next meeting.

### **4. Matters Arising**

None.

### **5. Planning**

#### **a. Decisions by EHDC Development Control on earlier applications**

**Application:** 3/17/0840/HH

**Proposal:** Resubmission of planning approval 3/16/1551/HH Proposed single storey front, side and rear extension

**At:** 20 Coanwood Cottages Babbs Green Wareside Ware Hertfordshire

**Topics of concern raised and discussed by WPC:** Coanwood Cottages are a row of semi-detached cottages with void areas between adjacent properties. This extension once completed will give the appearance of terraced houses rather than semi-detached cottages as they should be.

**Decision by EHDC: Approved.**

#### **b. New applications received**

**Application:** 3/17/1366/SCOPE

**Proposal:** EHDC are writing to advise the we have received a request for a Scoping Opinion. Scoping is the process of identifying which issues should be addressed in a subsequent.

Environmental Impact Assessment.

**At:** Gilston Area, Gilston Hertfordshire

**Topics of concern raised and discussed by WPC:** TBC

**Application:** 3/17/1129/LBC

**Proposal:** Proposed single storey rear extension

**At:** The Moat House, New Hall Farm, Fanhams Hall Road, Wareside, Ware

**Topics of concern raised and discussed by WPC:** None

### c. Ongoing applications

**Application:** 3/17/0846/LBC

**Proposal:** Installation of a conservation roof-light to gallery area above sitting room

**At:** Danleys Fanhams Grange Fanhams Hall Road Ware Hertfordshire

**Topics of concern raised and discussed by WPC:** None.

**Application: Notification Under Section 49 of the Communications Act 2003 – Payphone Removal**

**Proposal:** Removal of the BT phone box Ware Road SG12 7QY

**Decision:** East Herts Council have sent a consultation letter to BT.

## 6. Correspondence

None.

## 7. Reports from members representing the Parish Council on outside organisations and attending meetings on behalf of the Council

a. County Councillors Report: Newly elected CC Eric Buckmaster attended a WPC for the first time and gave the following report:

*The County Division now includes the parishes Sawbridgeworth, Wareside, Widford, High Wych, Stanstead Abbots, Hunsdon, and Gilston and Eastwick.*

*I am also an Executive Member on East Herts and my portfolio is Health and Wellbeing. On County I have asked to be on committees that enable me to have a crossover with District so I am also on the Adult Care Services Panel, and Health Scrutiny. My ambition is to focus on the prevention of ill health in residents and I am happy to discuss that further when appropriate.*

*I have a highways locality budget. There are a number of projects already allocated by my predecessor Roger Beeching for this year so my budget will be used for projects the following year. I also have a grants locality budget. I am happy to discuss projects in the community that may benefit from some funding from these budgets.*

*Updates:*

- *It is 'Clean Air day' today, which is all about getting people to behave differently in order to improve air quality. For example: getting people not to leave their engines running when doing school pick-ups.*
- *LED lighting is being rolled out across the county, 45,000 have been installed across the county with 75,000 left to do. This is expected to be completed by 2020. The LED lights have a wireless capability and are controlled remotely. They have a better light quality, emit less light pollution and are more energy efficient.*

A discussion was had about concerns/issues Councillors had on various things in the village including:

- The dangers (damaged verges, pot holes, no passing spaces) on road between Tatlin Town and Wareside Church.
- Road numbers are not being used or known for smaller roads in the village. Instead 'unknown road' is used in publications which make it impossible to determine which roads are being described. Can C numbers be used?
- Poor Wi-fi speeds

EB asked for them to be put in writing and sent to him – GS to coordinate.

Mobile contact number: 07578170303

Email: eric.buckmaster@hertfordshire.gov.uk  
Can also be contacted via messenger on Facebook.

**b. District Councillor Report:** District Councillor Bob Brunton gave the following update:

***District Plan*** - A very experienced Inspector has been appointed to look at the District Plan, she has raised some technical queries and the Planning Policy team are in the process of answering them. The Inspector would like the 'Inspection in Public' to be pushed back to Oct/Nov, although this has not been confirmed. The progress on the District Plan can be followed on the <https://www.eastherts.gov.uk/districtplan>.

***Neighbourhood Plan*** – Laura Pattison (who WPC had previously been in contact with) is currently not at EHDC. Claire Syme is happy to take over from Laura in terms of being a contact point for WPC. She is happy that the Council are taking the Neighbourhood Plan issue seriously. She needs to know what direction WPC are going with the Neighbourhood Plan so that she can look at funding.

**c. Policing Report:** PCSO Stephen Blanks attended a WPC meeting for the first time since recently being appointed PCSO for the area. He gave the following update:

**15/03/2017 to 15/06/2017**

Public Order, 3 offences (3 at Kingham Road)  
Assault, 7 offences (5 at Kingham Road)  
Harrasment, 1 offence (Kingham Road)  
TFMV, 1 offence  
Anti-social behaviour, 15 offences (13 at Kingham Road)

**15/03/2016 to 15/06/2016**

Criminal Damage – 1 offence  
TFMV – 1 offence  
Anti-social behaviour, 3 offences

*Although the criminal activity has risen in 2017, if you exclude the Kingham Road issues the figures are similar to last year. Regarding the Kingham Road issue, there has been a multi-agency meeting between EHDC, the Police and Network Homes, although PCSO SB has not been updated on the outcome yet. If you have any concerns please call 101.*

*We have suffered from TFMV offences including theft of number plates within the rural area, as we are in the summer period can I remind you that you make sure that your sheds and out buildings are locked and secured, also when you go out can you make sure that you close all windows in the house and also double lock the front door.*

Email: stephen.blanks@herts.pnn.police.uk  
Tel: 01707354192

## **8. Neighborhood Plan**

### **Meeting with Thundridge Councillors and District Councillor David Andrews and District Councillor Robert Brunton**

PG to update at next meeting.

### **Informing Villagers about the NP**

The three NP options were put in the Waresider and Villagers opinions were asked for. Currently we have only had one response.

NP information will be displayed at the Church event on the 22<sup>nd</sup> July, with the intention of getting feedback from Villagers.

### **Next Steps**

- Memorandum of understanding to be agreed with Thundridge Parish Council
- MR urged Councillors to look at surrounding Parishes NPs
- Still waiting from ToR from Ware Council
- Thundridge Parish Council are to provide consultation information to WPC
- Set up a NP committee
- A proposal will go to Parishioners giving them the option to object to the chosen NP option
- Then there will be a NP meeting to officially decide on a neighbourhood designation

## **9. WPC as an employer**

Following agreement at the last WPC meeting, RB has set up a monthly payroll service with Thirsk Payroll Bureau. Pay-slips will be issued on the last day of the month and cover the period from the 1<sup>st</sup> of the month to last day in the month. As RB was last paid up until the 17<sup>th</sup> May the first pay-slip will cover the remaining days in May – 18<sup>th</sup> – 31<sup>st</sup>. RB to present this pay-slip and June's pay-slip at the next meeting.

## **10. FY16/17 Audit**

- Internal Audit: As agreed at the last meeting RB arranged for Steve Vine from Accountancy & Book Keeping Services to perform WPC internal audit. On Tuesday 6<sup>th</sup> June, Steve performed the Internal Audit at RB's house and signed Section 3 of the BDO paperwork. He raised no concerns.
- External Audit: RB informed Councillors that Section 1 and Section 2 of the BDO Annual Return paperwork was now ready to be completed.
  - BDO Annual Return – Section 1. RB read the statements and Councillors unanimously agreed to each. RB and MR signed the relevant sections.
  - BDO Annual Return – Section 2. Councillors unanimously agreed that the financial statements were correct. RB and MR signed the relevant sections.

## **11. Notice Board**

MR measured the area within the bus shelter and it was agreed that the 6xA4 noticeboard plus the headboard will be the best fit. RB to place the order.

## **12. Phone Booth**

MR has continued replacing the panes of glass in the phone booth, so far he has replaced half of the panes with Perspex, he will continue to replace the remaining panes.

## **13. War Memorial Restoration Grant**

Hugh McAlpine will begin restoration work on the 10<sup>th</sup> July 2017, MR to visit the site when the work starts. The will cost a total of £3300. WPC have been awarded a grant from EHDC for the maximum amount of £1461.59 to go towards this cost. Councillors have agreed that Wareside Parish Council will pay the additional £1838.41

## **14. Little Oak Heath (Allotments/Playing Field)**

GS informed Councillors that the Lottery Grant of £10,000 has been paid, still awaiting payment of the £8000 Network Homes grant – Kirsty is chasing it. The application for a £2500 Affinity Water grant was turned down, although they asked us to apply again.

SB asked GS who would be responsible for emptying the bin within the Playground, GS to contact EHDC Environment Office to ask.

## **15. Finance**

- Spending for approval: Approved by all Councillors present

6xA4 Noticeboard with header – The Noticeboard Company	£394.80	MR and GS
Little Oak Heath grounds maintenance (Invoice 3286) – David Jarrett	£144.00	MR and GS

b. Spending approved between May and June meetings:

10% deposit for Playground – Action Play and Leisure	£5400.00	MR and GS
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c. Bank Statement: Business Current Account £10,926.33, Business Reserve Account £5,520.05, Petty Cash: £1.74.

d. Transparency Funding: After agreement at the last meeting, RB informed Councillors that she has submitted a Transparency Fund grant application for this FY. This included £250.00 to cover the costs of website training for RB and 3 hours per month salary costs - £360.00.

e. Other: MR and GS signed a letter prepared by RB to NatWest bank in order for a statement for both accounts held by the Council to be given to RB before the following meeting

**11. Any other business**

None.

**Next meeting date Thursday 20<sup>th</sup> July 2017 at 8:00pm in the Village Hall.**

**Meeting closed at 10.30 pm**

**Signed.....M.Ryan..... Date.....20<sup>th</sup> July 2017.....**