

**DATCHWORTH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING**

Held on 12th November 2018

AT 7.30pm IN DATCHWORTH VILLAGE HALL

Present:

Chairman – Mr C. Wilkins
Councillors – Mrs V. Marshall, Mrs S Miller, Mrs J. Boakes, Mr M. Tebbutt
 Mr T. Charles, Mr M. Quarmbly, Mr F. Pearman, Mrs F. Chambers
 Mr T. Stowe

In Attendance Mrs T Hassan (Clerk) & local resident

1. **Apologies for absence** – None
2. **Minutes of the last meeting on 8th October** – were agreed then signed as correct.
3. **Matters Arising from previous Meeting**
 - 3.1 **Turkey Farm land lease renewal** – Cllr. T.Charles chasing valuations- c/f to next meeting.
 - 3.2 **Village Hall Car Park sewage pot hole** - Nockholds have been briefed verbally, Cllr. T. Charles will follow this up in writing.
4. **Development Policy for Datchworth Green**
 - 4.1 **Cherry Tree Hall - Discussed in Closed Session.**
5. **Ongoing Items**
 - 5.1 **Nutcroft Play Area Lease update** – Cllr. T. Charles advised that this is ongoing. However, following Nockholds comments, the Lease needs to be amended to reflect these recommendations and will then be sent back to EHC once finalised.
 - 5.2 **Play areas & Orchard**
 - **Broken Bench at Turkey Farm & Leisure Plot Complaint** – Following some damage caused to a bench at the Turkey Farm, a local villager kindly fixed the bench using his own tools and material.
 - **Leisure Plot overgrown plots** – there was also a complaint from a leisure plot holder stating that due to empty plots, this was causing seeding to take place on healthy plots and she was considering giving them up. However, the Clerk advised that just this week, three of the empty plots had been taken up, hopefully this will resolve the problem. It was further suggested, that should this situation arise again, we ask Kirkhams to strim any overgrown plots.
 - **Pruning of Apple Trees** – It was agreed that Cllr. V. Marshall will prune the apple trees in the near future. She also remarked that possibly there is one dead apple tree, if this was the case to report it to Cllr. F. Pearman. **ACTION Cllr. V. Marshall – undertake pruning.**

- **Saturday Football usage at the Turkey Farm** – Following a verbal request from Derek Hill via Cllr. F. Pearman last month, nothing had materialised in writing. It was decided that should the football practise at the Turkey Farm progress, then it was important that football matches do not clash with Rugby matches.

ACTION Cllr. F. Pearman to make further contact with Derek Hill in this regard.

- 5.3 Highways – (Road Closures & recent Meeting)** On Thursday 8th November, Cllrs. T. Stowe & M. Tebbutt met with Ken Crofton, County Councillor, regarding the recent road closures and the adverse impact it had upon the village and surrounding areas. This was a beneficial and productive meeting which resulted in the planned road closure at White Horse Lane being re-routed through Datchworth Green as opposed to Cotsfolt Lane. It was also admitted that the Raffin Green re-routing was not the best decision. Cllrs. Stowe & Tebbutt have now obtained an emergency telephone number, should they feel future re-routes are potentially hazardous.
ACTION Clerk: Thank Ken Crofton for his efforts in arranging this meeting
- 5.4 Planning Policies** - It was reported by Cllr. T. Stowe that the local plan was adopted on 23rd October with a majority decision. Discussions ensued regarding the long-term infrastructure around new settlements and the need to work alongside North Herts in the future. Connected and parallel with the above, Cllrs. T. Stowe and T. Charles attended the recent Rural Planning Enforcement meeting which had a good attendance.
- 5.5 Sports Club Access Road** - Cllr. T. Charles reported that Bruno had responded but no definite conclusion reached at this juncture. It was looking more probable that there may be a need for a Private Road Agreement to cover the residents' liabilities for the repair of the Access Road.
ACTION Cllr. T. Charles to follow this up again.
- 5.6 Parish Paths Partnership** - Cllr. T. Stowe discussed the broken hoop at Nutcroft. The problem is that the Herts County Council do not presently have the funds to carry out this repair in the near future, but are happy to do the work involved, if the Parish were willing to cover this. It was agreed, in the interests of safety, that the Parish will cover the cost of this repair at £220.00 + vat.
ACTION Cllr. T Stowe please email the Clerk the account details so she can do a BACS payment and report back at the January meeting.
- 5.7 Village Hall** – Cllr. S. Miller, along with many of other councillors, reported how successful the Remembrance event at the Village Hall on Sunday 11th November was. It was reported that from the total proceeds, half the funds would go to the Church and the other half to the Royal British Legion. Emma, the resident present, was thanked for her efforts in this venture.
- VAT issue – This issue was brought up at the last meeting and pursued further this meeting. It was agreed that Cllr. T. Charles would set up a Sub-Committee, comprising of the Village Hall Chair, Vice Chair & Treasurer, as well as Cllrs. S. Miller, M. Tebbutt & M. Quarmby to discuss the possibility of the Parish becoming Sole Trustees and the implications that would have upon both the Parish Council and the Village Hall. In order to give councillors more information, Cllr. T. Charles will circulate the guidance, provided by ACRE, which sets out clearly the pros and cons of the Parish becoming Sole Trustees of the Village Hall. **ACTION Cllr. T. Charles to set up a sub-committee in this regard & forward the guidance.**
- 5.8 Police/Neighbourhood Watch** - Cllr. J. Boakes reported that six houses in Knebworth had been broken into recently and also that she had received an email regarding broken lighting within the area, which maybe a precursor for something else to take place.

5.9 Trees – Cllr. F. Pearman reported that he had recently met with Knobby, the Tree Surgeon, regarding the impending winter clearing work within the parish. There is substantial work to be undertaken; dead wooding and overhanging branches, to ensure safety, which would be costing in the region of £2,000, this would take up all of the allocated budget, assigned for it.

- **Query re Burnham Green & HCC Lifting of Trees** – Frank to discuss the quote provided by Kirkhams for the lifting of trees on Burnham Green. **ACTION Clerk:**
Email Cllr. Pearman the quote from Kirkhams' so he can progress this.
- **Fir Tree cut down at Burnham Green** - Cllr. F. Pearman further reported that approximately 2 weeks ago, a Fir Tree was cut down, leaving only a stump. He had been alerted to this by the Clerk via Ray, our litter picker. Despite emails being sent to HCC, it remains a mystery why it was cut down, when the tree belongs to us and we did not request this. **ACTION Clerk: Try to ascertain who and why this was done.**

5.10 The Plough Car Park – The Chairman informed the meeting that he had made some research into Bye-Laws with both SLCC & the County Council regarding the possible implementation of these to cover the Plough Car Park once finished. However, there were complexities involved with instigating Bye-Laws and not necessarily thought to be the most suitable route. Following a suggestion that it may be beneficial to seek the advice of an outside firm to ascertain what is best in this situation, it was agreed that Cllr. T. Charles would talk to some companies and then inform the donors of the Plough Car Park.

ACTION Cllr. T. Charles – seek advice and advise at the next meeting.

Cllr. T. Charles reported that he had now received sufficient feedback from the Donors following sight of the draft plans to enable him to go back to Herts Council and Longmores to progress this.

5.11 Club Cottage Mobile Homes – This provoked a lot of discussion regarding the differences between the agreed planning and the Licences of the mobile homes on this site. Cllr.T. Charles was concerned due to the complex and confusing legislation to encourage EHC to seek updated legal advice about the site to ascertain whether and if so how many breaches of the site licence have occurred. He would like clarity regarding what was agreed in the original planning permission of 1968 and the differences which have occurred following the replacement of the original licence over this site. Cllr. T. Charles felt there needed to be a new/updated License to take into account various aspects, including layout and environmental issues for the right hand part of the site where 5 new double caravans have been placed recently. Cllr.T. Stowe reported that the original planning gave permission for up to 6 caravans on wheels, and as a temporary measure it was agreed for a temporary access road but this should have been re-grassed after the construction had been finalised. No permission was granted for street lighting or the removal of trees and a notice of intended planning enforcement has been issued and this is due to expire shortly. He further commented that he understood the 7 residential units did comply with planning permission and the current licence, at which Cllr. T. Charles impressed that the absence of a Licence for the right hand side of the site where the 5 new double caravans have been placed is the issue of major concern.

ACTION Chairman: To draft a letter to EHC asking them to confirm if they granted permission for the bases to be put down. This to be checked by Cllrs. T Charles & M. Quarmby before sending.

5.12 Luton Plane Noise over Datchworth – Following the suggestion at the last meeting, the Chairman invited Stephen McPartland, the local MP to our Parish meeting tonight but he was unable to attend, due to a meeting at Westminster. The Chairman informed Stephen that the Clerk had endeavoured to pursue a Noise Surgery for our Parish through the link provided, but this led to a submission form on the main Luton website.

ACTION: We await Stephen McPartland's response to attending our meeting and updating us regarding the Noise over Datchworth, caused by planes from Luton Airport.

Cllr. T. Stowe informed the meeting that Stansted Airport had been had gone before Uttlesford District Council planning committee to decide on the application on 14th November to increase from 35 to 43 million passengers per year.

6. Inter-Village Liaison/BGJM

6.1 **Lodge Farm, new driveway access** – Chairman advised that there was no update and asked Cllr. V. Marshall to check with Welwyn & Hatfield Borough regarding the application. Cllr. J. Boakes suggested looking out for any green planning notices, which were easily identifiable.

6.2 **Burnham Green traffic calming** – Cllr. M. Tebbutt reported that he had re-established contact with Welwyn Garden City Police Department but all the previous contacts had changed. He is awaiting dates to facilitate this. **ACTION Cllr. M. Tebbutt – report back at next meeting.**

6.3 **Burgess Place** – The Chairman reported that he had again been in contact with Sarah Brown from EHC, to put a notice on two cars that were parked across the entrance to 8 Whitehorse Lane. These have subsequently disappeared. It was noted how important it is for Glen Eaton, to have free access to the entrance to this new development.

A new application had been received to separate the pub from the parking.

6.4 **Tree cut down on Burnham Green (Chairman)** covered in point 5.9

6.5 **Christmas Tree at Burnham Green** – The Clerk reported that she had received an email from a local resident asking why no lights were on the Christmas Tree at BG last year. Councillors present informed the Clerk that the lights had become entangled due to the bad weather last year and as a result did not work. Furthermore, the lights had not been removed the year previously and left on. The question was also asked why Burnham Green did not receive an allocated budget for the lighting of the tree like Datchworth did?
ACTION Chairman: To follow up these items with the resident.

Carols at the Horns Pub – Cllr. J. Boakes reported that this will be 16th December at 6pm.

7. Planning (Cllr. V. Marshall's report)

7.1 **Report of new applications, refusals, approvals & appeals – (below).**

The November Planning Report was emailed to councillors on the 10th, prior to the meeting.

Cllr. V. Marshall informed the meeting that similar to the Planning Report that was sent to the magazine back in August (despite no meeting) this would be taking place again in December, (no meeting) to avoid two months planning reporting going in late to the magazine.

ACTION Cllr. V. Marshall to forward the Clerk the normal Planning Report to her by the 10th December for forwarding to the magazine and to councillors.

7.2 **Land Registration of common land** - c/f to next meeting

7.3 **2 Bury Lane, Datchworth – Discussed in Closed Minutes**

7.4 **93 Datchworth – new power installation** – The Consent Form was signed at the meeting by both the Chairman, C. Wilkins & Vice Chair, Cllr. V. Marshall.

ACTION Cllr. T. Charles to forward on & Clerk to retain a copy in the Lease folder.

Applications 8th October – 12th November 2018

New Applications

3/18/2051/VAR PROPOSAL: Land To The Side And Rear Of 108 Burnham Green Road Burnham Green Hertfordshire AL6 0NQ .Variation of condition 8 of (approved plans) of the LPA approval 3/03/1714/FP - Change use of land to car park :- to allow car park to be used independently from 108 Burnham Green Road. Condition Number(s): Condition 8 .Conditions(s) Removal: As detailed in planning statement Removal, to allow car park to be used independently from No. 108 (07/11/18) *

3/18/2226/HH - 41 Burnham Green Road Burnham Green AL6 0NL. Single storey front porch (2/11/18) *

3/18/2433/HH - 16 Abbots Close Datchworth SG3 6TA. Part demolition of side/rear single storey extension. Part single and part two storey rear and side extensions. Insertion of doorway to flank elevation. (26/11/18) *

Planning applications approved by East Herts Council

3/18/1891/HH - 3 Foldingshott Datchworth SG3 6SR. Erection of single-storey side extension and raising of proposed and existing kitchen walls by 140mm (27/09/18)

Planning Appeal

41 Burnham Green Road Burnham Green - LPA Appeal Reference: 18/00081/REFUSE

8. Clerk's Main Correspondence & Reports

- 8.1 Litter bins – recent damages – BG, BG Road & Nutcroft** - Following a recent knock by a car and the removal of the Fir Tree at Burnham Green, Ray, the litter picker had informed the Clerk that the litter bins were consequently insecure. Cllr. F Pearman has kindly repaired all the bases of the litter bins, now making them secure. Thanks was expressed to Cllr. Pearman.
- 8.2 Basketball board** – this is now repaired
- 8.3 Benches Quotes update** - The Clerk has spoken to Alan Tyler from Burnham Green but the company is too busy to deal with this at the present time. This will be carried forward to another meeting in the Spring.
- 8.4 Bonfires on the Leisure Plots** - The Clerk had received an email from a Leisure Plot holder following a complaint from a local resident following bonfires being lit during the day. The Clerk had emailed all the LP holders to ask them to refrain from lighting bonfires during the day, with guidance from the Environmental Department. It was agreed that in March/April time next year, the Clerk should seek accurate guidance on times when bonfires can/cannot be lit and email all the leisure plot holders this, while sending out the renewal letters.

- 8.5 Request from Datchworth School – re Reception Banner – Hawkins Hall Lane – Cllr. T. Charles expressed an interest.** The Clerk received an email request asking for permission from the Parish to display the banner. She subsequently replied and gave permission for them to do so, following a bulk email to all Councillors who agreed. However, following a recent telephone call to the school, they informed her that they were probably no longer going to display the banner.
- 8.6 Christmas Lighting Event – 24th November 6pm** – The Clerk has organised the borrowing of tables and an urn from the Church, arranged the Choir to sing and spoken to Richard Dent who will bring them across. Refreshments will be bought this week for the event. Cllr. Pearman will carry out the necessary preparations a week before the switch on. The Clerk encouraged as many councillors as possible to be present to support this.
- 8.7 Manhole cover in the Turkey Farm** – Following the recent Risk Assessment, Cllr Pearman has built up the gaps around the manhole in the Turkey Farm with sand to make it safe.
- 8.8 Quote for Datchworth Noticeboard** – The Clerk has obtained a quote from Bunyans for the repair of the inside of the Noticeboard of £215.00 + VAT. It was agreed not to proceed with this repair at this given time and that any future notices could be laminated and put on the front of the Board for the time being .
- 9. Financial Report** - below on separate page.
- 9.1 November Finance update** – emailed to councillors previously on the 10 November.
- 9.2 Budget Approval – (previously circulated).** All councillors perused the document and a few changes were suggested.
ACTION Clerk: complete the changes & email to councillors.
- 9.3 NHBS budget -** Cllr. Tony Stowe advised that we should not rely upon this money in the future therefore, this has not been included in the 19/20 Estimated budget figures.
- 9.4 Sign off from all councillors of Risk Assessments: -**
Financial Risk Assessment, Fixed Asset Register & Risk Assessment (please note that the Plough Car Park has been added to this). The councillors agreed the above and all signed these and are kept in the Accounts Folder.
- 9.5 Precept Form** - the amount of **£27,549.41** was agreed and inserted onto the Precept Form and was signed by 2 Councillors. The Clerk suggested that the Precept money go straight into the Deposit account as opposed to the Current Account.
ACTION Clerk: complete this form fully, take a copy and forward to EHC.
- 10. Councillor's Reports** - nothing to report
- 11. District Councillor Report:**
- 11.1 Carpets dumped in Turkey Farm** – Cllr. T. Stowe reported that there have been carpets dumped in the Turkey Farm for quite some time now. **ACTION Clerk: Contact the Litter Picker and ask him to put this carpet into his bin for collection.**
- 11.2 Recruitment** – Cllr. T. Stowe reported that qualified apprentices are being sought for the planning department as there is a serious shortage.
- 11.3 Elections** – Cllr. T. Stowe reiterated that if there are less than 10 nominations, there will be no election. **Notice of application publication deadline – Monday 18th March 2019**
Candidate Nominations Open – Tuesday 19th March 2019

Candidate Nominations Close – 4.00pm on Wednesday 3rd April 2019
Electoral Registration Deadline – Friday 12th April 2019

Finance Report - NOVEMBER 2018

Bank Balance @ 8th October 2018

Current A/c	£2,459.95
Deposit A/c	£51,747.87
TOTAL (both accounts)	<u>£54,207.82</u>

Income:

Bank Interest	£ 0.00
History Book Sales x 3	£ 45.00
HMRC Vat reimburse.	£ 4064.60
HCC – Grass reimb.	£ 1199.00
EHC – Litter Pick reimburse.	£ 1857.68
New LP part sub payment	£ 12.00

Total Income **£ 7178.28**

Expenditure:

Bank Service Charge	£ 0.00
Kirkhams – beech tree lift. BG	£ 48.00
Kirkhams – D/W – grass final	£ 4406.65
Kirhams – BG – grass final	£ 740.23
Bunyans – basketball repair	£ 299.99
EHC – Dog Bin annual bill	£ 991.92
Louise Edwards – payroll	£ 60.00
Salaries – September – Tina/Ray	£ 558.47

Total Expenditure **£ 7105.26**

Balance @ 12th November 2018 **£ 54,280.84**

Represented by:

Current A/c	£2,532.97
Deposit A/c	£51,747.87
TOTAL (both accounts)	<u>£54,280.84</u>

Income awaited:

VAT £1083.18

Meeting closed at 10.00pm

NO MEETING IN DECEMBER

Date of Next Meeting: 14th January 2019