

Hart Parish Council

Minutes of meeting held at 6.45pm on Monday 10 April 2017 at Hart Village Hall

Present: Cllrs. T. Britcliffe, K. Brown, K. Geddes, F. Lancaster, J. Littlefair (Chair), K. Park

In Attendance: M. West, Clerk

1. Apologies: None received

2. Public Forum: No residents present therefore the Chairman proposed that, as the meeting was already quorate, Agenda Item 5d could be dealt with. This was agreed. (5d) *Annual Parish Meeting:* The Clerk reported that the Village Hall was not available on the 25th May, the date originally proposed. Cllr Brown checked the Village Hall Bookings diary for alternative dates; it was **agreed** that the Meeting should take place on Wednesday 31 May at 7.30pm. The Clerk asked if anyone had an up-to-date list of village organisations and contacts, to invite, but it was not clear that one was available. Everyone was asked to let her know of organisations in the parish who should be invited to make a brief presentation about their activities. **Action: ALL** to inform Clerk of organisations they were aware of ASAP.

3. Declarations of Interests: None made.

4. Minutes of 13 March 2017: Accepted as correct and signed.

5. Matters Arising: (a) *Annual Return and Audit Training.* The Clerk had attended and found it useful. The Chairman had been unable to attend at the last minute, nevertheless the PC will be charged £27 for his reserved place.
(b) *Chare Wall* – the Clerk reported no progress had been made as yet, due to the persons originally involved having moved on. However, she now had contact details for the Heritage Masons and FE College and would be following this up in the near future. The Chairman stated that the Chare Wall not being in public ownership had proved an obstacle, but this had now been resolved and HPC now owned the Wall. **Action:** Clerk to initiate talks with relevant organisations.
(c) *Car Park planings* - the Chairman reported that no news had yet been received, about a donation towards the costs, from the school. Cllr Park expressed concern about putting planings down again, as they get moved around by vehicles and weather. Cllr Britcliffe volunteered to research alternative surfacing and to discuss with the Borough Conservation Officer, Sarah Scarr, on what type would be appropriate.
(d) *Annual Parish Meeting* – already covered.
(e) *Defibrillator* – the Clerk reported that HBC had a budget for maintenance, that new batteries were on order, although they should last for 5 years before need for replacement, and that the Parish Council was not expected to incur costs in having the machine.

6. Transparency Fund: The Clerk reported that she had, as agreed, made an application for the funding of a laptop, printer, software, web site development and staff training and time to transfer data. This had been partially successful, although the website development and some staff time were excluded in the 2016/17 year as the website was not yet in

place. HPC was encouraged to make a second application in 2017/18, as soon as the government released the funds. In the meantime a cheque for £732.30 had been received for the laptop, printer/scanner, software and some staff time. The Clerk was congratulated and requested to purchase the equipment and to make a second application. **Action:** Clerk to purchase the equipment and to make a second application as soon as funds were available.

7. (i) Data Protection, Records Management and Security Policy: The Clerk presented a draft policy for discussion. This was **approved and adopted** without amendment.

(ii) Freedom of Information Publication Scheme: A draft document was presented, with some areas not yet finalised, as these were specifically pertinent to HPC. . Following discussion, the amendments required were **agreed** and also that a Parish Plan should be developed to include the aspirations of the Parish Council for 2017/18. This would be discussed and approved by the Parish Meeting. During the discussion concern was raised about the maintenance of the many planters around the village. It was suggested that volunteers be recruited to 'adopt' a planter, in order to beautify the village. The Clerk was asked to write an article for Village Life to this effect. The Clerk suggested that the Parish Council should produce a report for the Parish Meeting, about what had been achieved in the previous year and plans for the future. Content of such a report was discussed and suggestions made. **Action:** Clerk to amend the FoIPS as agreed, to draft a Parish Plan, Report to the Parish Meeting and to write an article for Village Life.

The amended Freedom of Information Publication Scheme was then **adopted**. The Clerk informed that she had drafted new Standing Orders for the Parish Council, and several other draft policies had been put into their files for consideration at the next meeting.

8. Risk Management Policy: The draft Policy was **agreed and adopted** without amendment. A draft **Risk Assessment Report** was then presented for discussion. Various assets belonging to the Parish Council were identified as having been omitted. Councillors were unsure as to when the car park had been purchased, and the Clerk was therefore asked to search the records for this information. The Clerk requested a Petty Cash Float be authorised, to cover minor administration costs such as the purchase of postage stamps, to be run on an Imprest System. A PC Float of £50 was **agreed**. With these amendments the Risk Assessment was **approved**.

9. Chairman's Report: The Chair reported that: (a) Peter Frost, HBC, had not yet contacted him; (b) the school had not yet responded to requests re: the car park resurfacing and a walkway from the church to the school; (c) the next Parish Liaison Meeting was to take place on 18th April and that (d) David Martin, Caste Eden, had now taken the tenancy of smallholding land in the parish owned by HBC and that the 61 acres tenanted by John Britton is now being advertised, as Mr Britton was not prepared to pay the dramatic increase in rent being demanded. Finally, he requested that donations towards the gift for the previous Clerk be passed to the new Clerk.

10. Ward Councillor's Report: No ward Councillors present.

11. Finance Report: (i) The Clerk presented the Annual Receipts and Payments Account and outturn against Budget, prepared by the former Clerk in his handover. These were **accepted**.

(ii) The Clerk then asked Councillors to respond to the statements on Governance asked in Section 1 of the Annual Return. These were taken one at a time and the responses

recorded. The Chairman then signed the completed Governance Statement. Section 2, although already completed by the Clerk, could not be signed off until the Internal Audit had been completed. This was delayed due to lack of a Bank Statement covering the March payments.

(iii) The Clerk informed that the previous Clerk had requested the Bank, in writing, to change the name and contact details of the Clerk, as from mid-March, but this had not yet been effected. **Action:** Clerk to ascertain reasons for the delay and to initiate the Internal Audit as soon as the bank Statement was received.

12. Correspondence: None received.

13. Planning Applications: None received.

14. Matters of Concern to Councillors:

(a) Cllr Park expressed concern about the 'dark spots' between street lights between Nine Acres and the main village, and also at The Fens and other streets. It was suggested that perhaps the lights needed adjusting. **Action:** Chairman to raise this at the Liaison Meeting. Cllr Park also raised concern about a section of pavement from Front Street to Clevecoat Drive, which is leaning, making this section difficult/dangerous for pushchairs and wheelchair users.

(b) Cllr Britcliffe raised concerns about the entrance to the Gentoo housing site, which now needs resurfacing; the entrance to the site also needs adjusting. **Action:** Cllr Littlefair to see the site supervisor.

(c) Cllr Geddes raised concern about the increasing levels of dog waste on the walkway to the church.

(d) Cllr Britcliffe asked what was being done about speeding through the village. The Chairman explained about the speed survey, and the request to HBC for speed indicator signs at each entrance to the village from the A179.

(e) Cllr Park reported that Mrs Coulter had complained to him about the parking in Front Street, near the bus shelter, and wanted the double yellow lines removed from outside the old PO. Cllr Littlefair explained that these yellow lines were put there at the request of Mrs Coulter herself, some years earlier. HBC were dealing with this matter.

(f) Cllr Brown raised concern about the hedge removed at 1 Burns Close, which had not yet been reinstated as per the planning agreement, even though it the works appeared to be nearing completion. The Clerk was asked to write to Tony Dixon at HBC requesting timescales for this. **Action:** Clerk to contact Mr Dixon as agreed.

(g) Cllr Geddes reported that a neighbour had raised concern about the appointment of the new Clerk, querying whether the job had been advertised. She was informed by the Chairman that the job had been advertised in Village Life and on the HBC website and the information also sent to HBC contacts over a period of some three months.

15. Date of next meeting: 6.45pm Monday 8th May, immediately following the AGM.

Meeting closed at 9.29 pm.