



## *Reed Parish Council*

**Clerk: Catharine Toms, 1 High Street, Barkway SG8 8EA**

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Councillors Email:

Cllr. Ken Langley (Chair) - langley@reedparishcouncil.co.uk

Cllr. Caroline d'Ayala (Vice-Chair) - dayala@reedparishcouncil.co.uk

Cllr. Peter Lawrence - lawrence@reedparishcouncil.co.uk

Cllr. Martin Higgs - higgs@reedparishcouncil.co.uk

### **Draft minutes of the meeting held on 4 July 2018 at 8 PM in Reed Village Hall**

**Present Cllrs: K Langley (Chairman), C d'Ayala (Vice-Chair), P Lawrence and M Higgs.**

**In attendance the Clerk Catharine Toms, Dist. Cllrs Gerald Morris and Tony Hunter and County Cllr. Fiona Hill**

1.7.18 **To receive apologies for absence.** None.

2.7.18 **To receive Members Declarations of Interest.** Cllr. K. Langley (item 5.7.18) as a resident of Brickyard Lane.

3.7.18 **To approve the Minutes of the Meeting of the Parish Council held on 30<sup>th</sup> May 2018 and to authorise the Chairman to sign them as a true record.** Cllr. Higgs pointed out that in item 5.5.18 referring to a water leak 'Hobbs Lane' should have read 'Brickyard Lane'. The minutes were duly amended and approved. Proposed by Cllr. Lawrence, seconded by Cllr. Higgs. All voted in favour. Agreed.

4.7.18 **To invite Members of the Public to address the meeting.** No one present.

5.7.18 **Chairman's Report.** Cllr. Langley informed the Council that following complaints received from residents he had written to Tim Duke at Ford Homes regarding the illegal burning of waste on site. Ford Homes had apologised and since then there had been no further fires.

Complaints had also been received regarding the newly installed steps in front of Dreadnought Villas. As they were more prominent than the previous steps, they were considered by residents to be a hazard to both pedestrians and traffic. Cllr. Langley had written again to Ford Homes. Earlier in the day they had installed the bank surrounding the new steps and put barriers around the site. It was proposed and agreed to write to NHDC Planning to clarify whether the works were safe and legitimate. **Action: Clerk**

Cllr. Langley also informed the Council that he had written a letter to all members of the Planning Committee at NHDC to update them with matters regarding The Cabinet.

6.7.18 **To approve and accept Internal Audit report.** It was reported that Peter McMeekin had finished the Internal Audit and had completed and signed off the statement. Only one query was raised regarding a possible amendment needed to the value of assets. Cllr. Lawrence confirmed that the item in question was a replacement part for the play area and as such it made no difference to the total value of assets held. The Council extended its thanks to Mr McMeekin for carrying out the Internal Audit.

7.7.18 **To note period of Public Rights and publication of Annual Governance and Accountability Return (Information only).** The Clerk informed the Council that the period of Public Rights (30 working days) had commenced on Thursday 28<sup>th</sup> June and would run until Wednesday 8<sup>th</sup> August. The information was published both on the noticeboard and on the website and anyone could make an appointment during this period to inspect the records.

8.7.18 **To receive financial report from the clerk and approve accounts for payment.** Copies of the accounts and a list of payments for approval were handed to all Councillors. Accounts showed a bank balance of £10,989.17 of which £8,348 was Push Energy Community Contribution (ring-fenced for special projects), leaving reserves at £2,641.17. It was noted that there was one more final payment due from Push Energy. Accounts for refreshments and drinks at the Annual Parish Meeting, the Clerk's salary and PAYE were agreed. Cllr. d'Ayala enquired if the accounts spreadsheet could be amended to show the rolling bank balance month on month. **Action: Clerk**

9.7.18 **To consider possible amendment to Standing Orders.** It had been asked at a previous meeting if provision could be made to incorporate within the Standing Orders for Councillors to be able to put forward their views on a matter if they were unable to attend a meeting. The Clerk had checked this with HAPTC. She advised that Standing Orders would not need to be changed as they were primarily meeting procedures. However, there was no reason why a Councillor could not put forward their views, via the Clerk or the Chair, in their absence so long as this was done well in advance of the meeting in order that any queries could be clarified. No Councillor would be able to vote on a matter if they were not present at a meeting. It was agreed that this information on method of working should be added into the Induction Pack as useful ways of working and handed to all new Councillors. **Action: Clerk**

10.7.18 **To discuss and agree location of grit bin(s).** Monies had been received from County Cllr. Hill's Locality Budget for the purchase of a grit bin and also a laptop for the Clerk. A decision was needed on location for the grit bin (and it could not be on Herts County Council (HCC) Highways land) and agreed location to be informed to HCC. After much discussion it was proposed and agreed that the grassed area near the Church would be best. Cllr. Hill would check with Gary Henning at HCC Highways to check if that would be an appropriate location. The Clerk to research grit bins. The matter to be deferred to the next meeting. **Action: Clerk**

11.7.18 **To receive update on Highways issues.** Cllr. Lawrence informed the Council that he had made enquiries with NHDC regarding the creation of a turning point in Willow Close and awaited a response. He had emailed HCC regarding a pothole that he had been monitoring since June 2017 which was now in need of emergency treatment. County Cllr. Hill agreed to investigate the matter. Cllr. Lawrence expressed his frustration with the way that HCC were currently dealing with road repairs. Cllr. Hill informed the Council that improvements were shortly due to take place to the road surface in the High Street. It was noted that a sewerage pipe from The Cabinet had been put into a ditch which took the High Street water. The Environment Agency had been informed.

12.7.18 **To consider possible removal of Hobbs Hayes road signs.** Cllr. Langley had researched the matter and informed the Council that Hobbs Hayes was in fact a village address and was on the electoral register and as such the signs needed to stay. To change the address would require the agreement of all residents involved and would cause a lot of work and expenditure to those residents. It was proposed and agreed that it was an unnecessary change.

13.7.18 **To consider possible fencing around Cart Pond.** Some research had been carried out by Cllr. Lawrence. If the Cart Pond was fenced then it would mean other ponds in the village would need likewise. Now that the area around the Cart Pond had been cleared the

water was visible and people less likely to be unaware of the water. It had been pointed out that it had always been a Cart Pond and there was no history of accidents. After discussion it was proposed by Cllr. d'Ayala, seconded by Cllr. Higgs and agreed by all that fencing was not appropriate. Cllr. Lawrence suggested that a sign might be appropriate informing people about the history of the Cart Pond.

Cllrs. Hill, Hunter and Morris departed from the meeting at 9.20pm. They were thanked for attending.

14.7.18 **To discuss Reed Neighbourhood Watch** – after some discussion it was proposed by Cllr. Langley, seconded by Cllr. d'Ayala and agreed by all that the Clerk should investigate whether a representative from OWL (Online Watch Link) would come along to the next Annual Parish Meeting (APM) to give a 10 minute talk to raise awareness with the residents regarding Neighbourhood Watch. The date of the APM would be set at the January 2019 meeting. If the talk needed to be longer than 10 minutes then it would be arranged for another occasion. **Action: Clerk**

15.7.18 **To consider possible use of some Push Energy community contribution funds for informative signage in Reed.** It was proposed by Cllr. Lawrence, seconded by Cllr. d'Ayala and agreed by all that this was a good idea and that costs would meanwhile be researched and the matter deferred until the September meeting. **Action: Clerk**

16.7.18 **To receive matters for report and or referral to next agenda. (Information only)** – For referral to next agenda: Informative signage for Reed and usage of Push Energy monies, Drainage on Brickyard Lane site, Saddlers Mead planning application, To discuss pending appeal and other matters relating to The Cabinet, Co-option of a new Councillor, To consider purchase of a projector to view planning applications at meetings, To finalise matters regarding the grit bin.

17.7.18 **To note correspondence received. (Information only)** A letter had been received from Barkway Parish Council asking for support from Reed Parish Council with regard to an outline planning application for site BK3, which if got approval would impact Reed as well. It was agreed to submit comment on this application to NHDC. **Action: KL/Clerk**

**To consider planning applications:**

**Full Permission Householder : Part two storey part first floor side extension with associated ancillary works.**

**Saddlers Mead, Blacksmiths Lane, Reed, Royston, Hertfordshire, SG8 8AY**

**Case Ref No: 18/01559/FPH**

As the plans available to view online were marked non-applicable and referred to a previous application the Council were unable to make comment. The Clerk to contact NHDC. **Action: Clerk**

**Full Permission Householder : Two storey side extension, two storey rear extension following demolition of existing single storey with associated ancillary works.**

**Driftway Cottage, High Street, Reed, Royston, Hertfordshire, SG8 8AH**

**Case Ref No: 18/01606/FPH**

It was proposed by Cllr. d'Ayala, seconded by Cllr. Higgs and agreed by all that there was no objection to this application provided materials used were sympathetic to existing. The Clerk to respond to NHDC. **Action: Clerk**

18.7.18 **To agree date of next meeting.** 5th September 2018. Agreed.

The meeting closed at 10:25 PM