

MINUTES of the MEETING of ESSENDON PARISH COUNCIL
HELD in the Village Hall on MONDAY 11th March 2019 at 7.00pm

PRESENT:

Councillors:

Mike Brown (Chair), Keith Venables, Rex Jones, Fran Christensen, Tracey Willetts, Clerk Dee Daniell and two members of public

- 1 Apologies received from Councillor Ian Venables.
- 2 No declarations of personal or financial interest in the Agenda.
- 3 Minutes of Meeting of Essendon Parish Council held on 11th February 2019 were approved and duly signed.
- 4 MATTERS ARISING:
 - a. VILLAGE HALL CURTAINS
The curtains have been installed and all agreed a great improvement. The invoice has been sent to the parish council for final payment. There is one small gap that could not be covered owing to fire regulations and a special glass paint will be applied to cover this gap. Thanks were extended to Councillor Rex Jones and the Village Hall Committee for raising the funds and ensuring the old curtains were replaced satisfactorily. Thanks also to Councillor Stephen Boulton for the contribution of £1,000 from the Locality Budget.
 - b. SID
The email response from Mark Goodyear was read that the work required to the overhanging branches at Cum Cum Hill and beside the SID will be inspected by tree specialists. The Clerk will again contact Mark Goodyear prior to the next meeting if the work has not been carried out to reduce the overhanging branches by the SID since this has been an issue for a year now. There was a brief discussion concerning possibly relocating the SID to the site at Essendon Hill at a cost of £75.00 but it was decided to wait until such time as the work has been completed.
 - c. WAR MEMORIAL FLAGPOLE
Owing to the absence of Councillor Ian Venables it was decided to post this on the next agenda. A brief discussion concerning the repainting of the damaged bollard when the clerk confirmed no monies had yet been received from UNO buses and the chair confirmed this will be followed up prior to the next meeting.
 - d. PARKING SURVEY
The chair confirmed he had written to WHBC on behalf of the parish council that there is no demand for yellow lines or residents permits, etc. The response from WHBC concerned attempting to increase public parking spaces on the current verges where possible including two spaces in Glebe Close, Glebe Cottages and Rectory Close. The chair urged all residents to keep writing to WHBC.
- 5 ANY MATTERS RAISED BY THE PUBLIC
 - a) Jane Oram had kindly agreed to study the Minerals extraction report at the last meeting and the preferred site is at Stansted Abbots.
- 6 FINANCE
The change in mandate signatories has now been approved and the parish council has once again the full complement of four signatories for cheque signing. This includes Councillors Mike Brown, Ian Venables, Keith Venables and Rex Jones. There was further discussion about on-line banking and it was agreed the clerk investigate procedures with the bank and report back to council at the next meeting.

Payments:

A cheque had been raised during the preceding month for the Essendon Church Yard Grant that is usually paid during the Christmas period. This had been overlooked and thus organised as soon as possible once the oversight had been realised.	£800
A cheque was raised and signed during the meeting for the Village Hall Grant	£2,000
A cheque to Cameo Curtains in full settlement of the installation of the village hall curtains was raised and signed during the meeting.	£4,238.26
TOTAL OUTGOINGS 12/2/19-11/3/19	£7,038.26

7 PLANNING MATTERS

The chair covered planning applications:

6/2018/3273/LB – Essendon Country Club – Replacement windows – APPROVED

6/2019/0452/COND – 4 High Road – Materials

6/2019/0331/COND – The Spinney, High Road – bat mitigation strategy

6/2019/0271/COND – Orme Court – parking space

NEW APPLICATIONS:

6/2019/0470/HOUSE – 6 Hanbury Cottages – part one, part two storey side extension

6/2019/0379/HOUSE – Ivory House, Cum Cum Hill – single storey rear extension

It was decided to hold a meeting to discuss these applications on Wednesday 20th March, clerk to print relevant documents for Councillor Keith Venables and email the direct link to the other Councillors prior to the meeting and post the Notice of Meeting accordingly.

8 CLERK APPOINTMENT

The advertisement has been posted on noticeboards and websites. No applications have as yet been received although there has been one enquiry regarding qualification entitlement for CILCA. The clerk stated that there is no need for applicants to have the certificate unless it is a full-time post for a larger council. However, training towards achieving CILCA is financed by the parish council if the post holder requires or so desires. There was a great deal of discussion to advertise the position elsewhere. The clerk was requested to advertise the post in the Welwyn Hatfield Times and Hertfordshire Mercury with suggestions from Councillors that this should possibly cost no more than £15. The clerk offered to post the advertisement on a Vacancies in Hertfordshire group she was a member of as this would be free and this was agreed. The clerk suggested placing an amended advertisement in the parish magazine with no closing date since the closing date would be passed by the date of publication of the next magazine and in the event that no applications were received. This was also agreed.

9 ELECTIONS MAY 2019

It was decided to post the advertisement on noticeboards and website for nominations for the parish council on 26th March. The deadline for applications is 3rd April. Councillors currently in post needed electoral role numbers for their proposers and seconders. The clerk agreed to obtain an up to date copy of the electoral role for this purpose and the contact number for John Merron, the Electoral Services Manager 01707 357354 was given to Councillors for any queries in completing the forms. One query raised was concerning the office hours that nomination forms may be hand delivered.

10 ANNUAL PARISH MEETING INVITATIONS

It was decided to add the new business concern Nicholas Mee & Co to the invitation list and to include all representatives invited last year which all Councillors and residents considered a successful and informative evening. The clerk was requested to organise the invitations and advertisement for the evening and to buy wine and nibbles for after the meeting.

11 CORRESPONDENCE

- a) Invitation from Countryside and Rights of Way Officer Dawn Growcock for Countryside Management Service Rights of Way Volunteers to survey and maintain footpaths and bridleways. It was decided to post this on the notice board and the website.
- b) Email regarding Luton Airport expansion was read..

10 ANY OTHER BUSINESS

- a) It was decided the chair would draft a message of condolence to the family of Derek Statham and forward this to the clerk for publication in these minutes.

The Members expressed their sadness at the sudden loss of Derek Statham and sent condolences to his family. Derek was an active supporter of the Essendon Society and had for many years, with his wife, planted and tended the flowers at the village War Memorial.

It was agreed with the Essendon Society to jointly send a wreath to his funeral on 20th March at 12.30pm.

- b) It was requested that the clerk report the fallen signage by the entrance to Essendon Country Club again and the slipped sign on the verge outside the chair's house.
- c) There was a brief discussion about the use of the salt in the recent snowy spell and that there were only 5 bags left. The clerk stated that owing to icy conditions at the foot of Rectory Close she had alerted one of the residents to take a bag there.
- d) Owing to the recent broadband internet failure at the clerk's address, the chair had requested the login details and password for the website for all councillors in order that there would be backup in such instances. The clerk explained that the parish council did not wish to use on line banking and the website and domain host do not accept cheque payments. She had therefore registered and paid subscriptions from her own online bank account and was not willing to release login details for obvious reasons. The website copyright is also held by the clerk. The chair agreed to take over such subscriptions with his own bank details. The clerk explained it would be necessary for any backup users to be trained and this would involve approximately 10 hours of training in order for users to understand the design of the website and how to add and amend data pages. The chair and Councillor Willetts agreed to be trained.

11 DATES OF FUTURE MEETINGS:

2019: 8th April (Annual Parish Meeting) – now changed to 10th April;
13th May (Annual Meeting) – now changed to ????, 17th June

DATE OF NEXT MEETING:

This meeting was closed at 8.28pm