

Draft Minutes

**MINUTES of the MEETING of ESSENDON PARISH COUNCIL  
HELD in the Village Hall on MONDAY 9<sup>th</sup> October 2017 at 7.00pm**

**PRESENT:**

Councillors:

Ian Screech (Chair), Mike Brown, Ian Venables, Keith Venables, Fran Christensen, Rex Jones, Clerk Dee Daniell and four members of the public

The chair welcomed our newly appointed parish councillor Rex Jones

- 1 No apologies of absence received.
- 2 No declarations of personal or financial interest in the Agenda.
- 3 Minutes of the meetings of 4<sup>th</sup> September 2017 were read, approved and duly signed.
- 4 **MATTERS ARISING:**
  - a. **WAR MEMORIAL**

An email was read from Hertfordshire County Council confirming that the proposed location of the bollard has been “passed to the relevant team for investigation”. The clerk will follow this up if no notification has been received prior to the next meeting. The clerk confirmed contact had been made with Landhold Developments who have contributed the sum of £200 towards protection of the war memorial.
  - b. **TESCO BAGS OF HELP**

It was decided to wait until next spring to put a picnic bench in the children’s playground.  
Regarding the playground drainage the drainage plan that had been provided by Bruce Judge was handed to Ian Venables who will investigate the situation further.
  - c. **PLAYING FIELD HEDGE CUTTING**

The chair has received a quote from Robert Craig hedge cutting business for a major reduction in the hedge fronting the High Road as well as top cutting for £540. This includes removing all cuttings. It was agreed to accept the quote and authorise the work to go ahead.
  - d. **RUBBISH AND RECYCLING SKIP EVENT**

County Councillor Stephen Boulton was not available to comment on a future “Cage Day” for the village. The clerk will email for a follow up.
  - e. **ESSENDON VILLAGE SIGN REPAIR**

Ian Venables confirmed he had the missing piece and the repair will be carried out as soon as practicable.
  - f. **SID**

The clerk confirmed an email had been circulated to the effect that this will be actioned at the end of September. The clerk will follow up the schedule of works if there is no evidence of a SID by the end of October.
  - g. **LOCAL PLAN**

The schedule of dates for Stage 2 discussion have not yet been confirmed. These will be circulated in due course.
  - h. **VILLAGE HALL DRAIN AND OVERGROWN VEGETATION**

A list of fault reports and their responses were read. All faults are now scheduled.
  - i. **PARISH COUNCIL POST BOX**

It was confirmed that contact had been made with the treasure of the village hall committee who has stated that their committee still require a post box for the hall.
- 5 **ANY MATTERS RAISED BY THE PUBLIC.**
  - a. **SUNSET VIEW** – there was discussion about the clause concerning the shared ownership criteria requiring a local connection. It was explained that there was no specific time limit involved but after a reasonable amount of time a decision by a panel at WHBC can be made to extend the shared ownership application and decide upon the most deserving applicant.

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- b. WARRENWOOD STABLES PLANNING APPLICATION – the applicant confirmed this is for a family member.
- 6 FINANCE – EXTERNAL AUDIT  
*Cheques were signed for the following expenditure.*
- |                                   |                |
|-----------------------------------|----------------|
| HAPTC – budget training for Clerk | £50.00         |
| Village hall – rent for meetings  | £105.00        |
| BDO LLP – Final audit (external)  | £120.00        |
| <b>TOTAL</b>                      | <b>£275.00</b> |
- The clerk stated that there had been further qualifications on the final audit from BDO concerning gifts presented to retiring Borough Councillor and clerk. After contact with HAPTC for advice, it was confirmed that a gift to a retiring clerk is acceptable but not for a person not employed by the parish council. The audit will be posted on the noticeboard and copied for posting to the website.
- The clerk informed the council that next year's budget will be presented at the next meeting for consideration and suggested councillors also consider setting aside a contingency/reserve fund in the business account.
- 7 PLANNING MATTERS  
Mike Brown updated the Council on applications that were available. There was an issue with the links provided by WHBC and the clerk agreed to email a separate link for the application from Wildewood Kentish Lane Brookmans Park Hatfield AL9 6JG.
- 8 VILLAGE CHRISTMAS TREE AND JUBILEE TREE  
Sadly, the Jubilee tree did not thrive and requires replacing. The chair has a quote for £60 for a replacement from Rochford and it was agreed to proceed with an autumn planting.
- It was agreed that a Christmas tree be organised for the village. A sub-committee was set up. The village hall committee and the Church committee to be approached for their views.
- 9 CORRESPONDENCE  
LETTER from a person from outside the parish concerning the shared ownership purchase of 4 Sunset View. It is considered this is a deserving case involving a disabled son's needs for a single level residence and the bungalow is considered a perfect option. The outcome would be determined by a panel at WHBC if no further applications were made from persons with a local connection.
- WEEKLY LICENSING email listing grant approved for Hatfield House grant of new premises licence by Slam Dunk Ltd for a UK Rock Festival for up to 29,999 people for Live Music, Recorded Music, Dance and sale of Alcohol 0900-2300 hrs 7 days a week.
- FOOTPATH UPDATES – it was suggested that a footpath walk be organised next year, 2018 and that this current report of works in progress be posted to the website.
- 10 ANY OTHER BUSINESS  
FAULTS TO BE REPORTED:  
The street light at Rectory Close garages faulting to daytime light on, night time light off.  
43-40 Glebe Cottages hedge requires cutting.  
Glebe Cottage garages trees between the garages need cutting  
The clerk will take photographs and carry out fault reporting
- PARISH COUNCILLOR ON VILLAGE HALL COMMITTEE  
Owing to the sad loss of Alan Steele who was the parish council representative on the village hall committee, it was agreed that our new councillor Rex Jones would take on the role.

**DATE OF NEXT MEETING: Monday 20<sup>th</sup> November 2017 at 7pm**

**This meeting was closed at 8.10pm**