

Little Hadham Parish Council

Minutes of the 13th meeting of the Little Hadham Parish Council (2011 – 2015 Session) held on Tuesday 3rd July at 8:18 p.m. in the Village Hall, Little Hadham.

Present: **Mr J Forgham** **Chairman**
 Mr R Gregory **)**
 Mrs C Piccolo **) Councillors**
 Ms W Woodgate **)**

Mr B Evans – Clerk, and 8 members of the public.

- 13.1. Absent.** Cllr Williamson [family bereavement] and Cllr Mrs Wilkinson.
- 13.2. Declarations of interest.** None.
- 13.3. Public session.** A number of residents said they were against the installation of adult fitness equipment as they thought it would be little used.
- 13.4. Minutes of the Parish Council meeting** held on Tuesday 3rd July 2012 had been previously circulated. The minutes were agreed as accurate.
- 13.5. Matters arising from the minutes.** None.
- 13.6. Replacement councillor.** The Chairman said that he had received interest from two residents. He said that he would discuss possible co-option with them. Action
JF
- 13.7. Code of Conduct.** To adopt the revised code of conduct previously circulated to Councillors. The Chairman proposed the Council adopt the latest version of the code provided by NALC which the Clerk had emailed to councillors [appendix 1]. Agreed.
- 13.8. Flood management.** Consultation on developing Hertfordshire's Local Flood Risk Management Strategy. The Clerk said that he had sent the consultation email to Mr Andy Morris who was chair of the Flood Forum. He had not received any response from Mr Morris.
- 13.9. Playgrounds.**
- 13.9.1.** Repair to fence at north end of the playground. The Chairman said that the Parish Plan group had frequently taken the fence down in order to access the farmer's track to allow vehicles to deliver goods for activities in the playground. The fence had become damaged as a result. After some discussion, the Council agreed that the fence be replaced permanently and a thorn hedge be planted in front of it in order to keep children safe. Repair of the fence was part of the contract with Mr Foskett agreed at the June meeting. It was thought that there was sufficient access through the main gate to the playground.
- 13.9.2.** Broken cable on the aerial runway. The Clerk said he had left messages with SPM, the suppliers of the equipment, but had yet to be called back. Action
Clerk
- 13.9.3.** Fitness apparatus for the Village Hall playground. Cllr Mrs Piccolo said she had spoken to Ms Jackie Brown at EHC – Mr Trevor Waldock had retired. Ms Brown recommended that the Council look at a trim trail in Bishop's Stortford which might be cheaper to maintain and be more accessible to children. It was agreed that Cllr Mrs Piccolo would make further investigations and make a proposal to the Council at the September meeting. There was some discussion about other improvements that might be made to the parish including extra picnic benches and planters. Action
CP

13.10. Road matters.

13.10.1. Outstanding matters. The Chairman said the road from the A120 traffic lights had been closed for repairs but no sign was left saying businesses such as the pub were still open. The pub had put up its own notice.

13.10.2. Damaged post near the Nag's Head and Concealed ditch on Chapel Lane near to Westland Green. The Chairman said these were still awaiting repair.

13.10.3. Overgrown hedges in Chapel Lane and opposite the Nag's Head. The Chairman said the hedge opposite the Nag's Head had been cut. He had spoken to the residents in Chapel Lane and the work was in hand.

13.10.4. Overgrown pavement from the village hall to the Smithy. The Chairman said that the work had been completed by a group of volunteers.

13.10.5. Damage to the war memorial. The Clerk presented two quotations he had obtained from local contractors for the repair. It was agreed to accept the lower quotation from Mr Mick Foskett for £235. Action Clerk

13.11. Bury Green

13.11.1. Bury Green seat. It was agreed to buy a brown 4-seat Colne seat from Kedel Ltd at a cost of £355 inc delivery. Action Clerk

13.11.2. Renovation of Bury Green pond and fence. The Chairman said that he had arranged for a work party of volunteers to carry out the work on 23rd September 2012. A resident has agreed to trim the verges around part of the green in order to improve visibility. Action JF

13.12. NHS report. Cllr Gregory said there was nothing to report.

13.13. Allotments.

13.13.1. Use of waste land for extra allotment plots. There was nothing to report.

13.14. Footpaths.

13.14.1. The Chairman said that he had received an email from Mr Maddex, HCC footpaths officer, concerning the maintenance work carried out on local paths. He expected the wet weather would result in many paths becoming more overgrown than usual.

13.15. Parish Plan Group.

13.15.1. Millennium Wood bioblitz and picnic. He said he would contact Romehold, the owners of the land, to seek permission. Action JF

13.15.2. Parish website. The Clerk said he still waited to hear from Mr O'Reagan. Action Clerk

13.16. Hundred Parishes. Cllr Mrs Piccolo said she had attended the constitutional conference. An eight member committee had been set up. The aim was to bring cohesion to an area including over a hundred parishes. She thought that it was a huge task needing thousands of pounds although they would be only looking for small registration fees from local parishes. Cllr Mrs Piccolo said she wished them well and would keep the Council informed of any developments. Action CP

13.17. Chairman's report.

13.17.1. Youth representative to the Council. The Chairman said that he had received little interest from young people so he would have to reluctantly drop the idea.

13.17.2. Local business directory. Progress on creating a leaflet detailing local businesses. The Chairman said he had contacts from 25 businesses. He said he would chase the larger businesses. He expected the directory to be ready in September or October 2012.

Action
JF

13.17.3. Proposal from Albury PC for planting trees. The Chairman said he had dropped the idea. There were a number of other initiatives to link local parishes.

13.18. Clerk's Report

13.18.1. Financial statement

Period ending 3rd July 2012			
Barclay's Bank C/Acc			£18,095.17
StepSaver BP Acc			£5.19
BP Acc			£170.12
Petty cash			£16.49
		Total	£18,286.97
Included above			
EHC annual litter picker salary			£1,303.96
Uncleared cheques			
Little Hadham Cricket Club	Donation		£125.00
The Hadhams History Society	Donation		£200.00
		Total uncleared	£325.00
To be considered by the Council			
To be agreed for payment			
Mr B Evans	P/Clerk - (June & July)	£631.42	
	Exp (June)	£28.00	£659.42
Karin Green Garden Services	Grass cutting (June & July)		£100.00
Mr A Purvis	Litter picking (June)		£112.27
Mr A Purvis	Litter picking (July)		£108.66
Mower Services [Mr L Knott]	Mowing playgrounds		£290.40
HM Revenue & Customs	PAYE		£236.60
		Total payments	£1,507.35
Total in all accounts and petty cash after payment of this month's bills			£16,454.62

13.18.2. Proposed to accept payment of accounts. Agreed.

13.18.3. Proposed to accept the accuracy of the financial statement. Agreed.

13.19. Democratic 10 minutes.

A resident asked who was responsible for cutting the grass at Bury Green and maintaining the Millennium Wood. Cllr Mrs Piccolo said Romehold cut the grass on Bury Green voluntarily. Romehold owned the Millennium Wood but had agreed to allow access to it for the community. Mr Tony Allen voluntarily cut the grass on the paths through the wood.

A resident reported that some builders waste had fallen from a lorry passing through the village. She was pleased to see that the litter picker had been conscientious enough to clear it away.

13.20. Planning matters. The transactions of the Planning Committee were noted.

13.21. Correspondence. There was no correspondence to distribute.

13.22. Date of the next meeting Tuesday 4th September 2012.

13.23. The Chairman closed the meeting to the Public and the Press at 9:27 p.m.

Appendix 1 – Revised Code of Conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, X [Parish/Town/Village/Community/Neighbourhood] Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, of- fice, trade, profes- sion or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.