

## LITTLE MUNDEN PARISH COUNCIL

**MINUTES of the meeting of the Parish Council held on 27<sup>th</sup> November, 2008 at Little Munden School starting at 8.00pm.**

### 1. ATTENDANCE

**Present were:** David Metcalf (DM) Chairman, Brian Long (BL), Jenny Macintosh (JM), Jonathan Pool (JP), Elisabeth Bacon (EB), Councillors.  
Margaret Mitchell (MM), Clerk.

**Absentee:**

Anthony Brown (AB) Vice Chairman

**Apologies for Late arrival:**

Keith Williams (KW) Councillor.

### 2. PREVIOUS MINUTES.

DM proposed that the minutes of the previous meeting held on the 23<sup>rd</sup> October, 2008 be taken as read. The minutes were then proposed by BL and seconded by EB as a true and correct account of the meeting.

EB requested amendment that Elizabeth should be changed to Elisabeth and that she should be referred to as EB and not LB. MM noted the request and has amended accordingly.

### 3. MATTERS ARISING from those minutes.

**i. Problem with Post**

DM has written to Ivan Smith, awaiting a reply. To be held over to next meeting.

**ii. Common Land**

This item to be held over to the next meeting.

**iii. Charity Commission.**

DM had written to the Rev. David Payne and DM advised that Rev. David Payne was quite happy with AB continuing as trustee but obviously in his absence AB would not have seen a copy of the letter. DM will therefore send a copy of the letter to AB. DM then referred to the last paragraph in his letter in which he felt that maybe a small relief grant could be given to less fortunate parishioners living on a small fixed income. Obviously the mandates are not yet sorted out and this is not likely to happen until the New Year due to Rev. David Payne's heavy commitments over this time of the year. DM said he will put the onus on AB to liaise with BL and in the new year to get together with Rev. David Payne in order to get the mandates signed. DM then put to the meeting about the Council subsidising the Charity with a small cheque for monies to be distributed to those in need of help during this winter and for AB and BL to find out who they feel would be in need of help or any other members who knew of anyone and then let DM know and we will make a payment from the Council funds accordingly. DM advised that Rev. David Payne has had the accounts prepared and independently checked and sent to the Charity Commission and have been returned as approved. However from what DM can understand no monies have been paid out for the last couple of years but obviously these monies are accruing interest.

**iv. Parish Plan - Draft Surveys.**

DM requested this item be dealt with at the end for further discussion.

### 4. PLANNING.

**i. New Applications**

None received.

**ii. EHDC Decisions**

24.10.08 3/08/1565/FP Conversion of existing barns into 1no. Four bedroom and 2no. Three bedroom dwellings and 4 bay carport. Lordship Farm, Green End Road, Dane End, Herts SG12 0NS. Permission Refused.

4.11.08 3/08/1652/FP Single storey rear extension. 20 Kingsfield Road, Dane End, Herts SG12 0LY. Application type – Full permission. Planning Permission not required in accordance

with Schedule 2, of the Town and Country Planning General Permitted Development Order 1995 for which planning permission is granted by Article 3 of that order.

iii. **Naming and Numbering**

None.

5. **FINANCE.**

Council Tax 2009/10 – Precept form was duly completed and MM will send it in.

**Accounts Report:**

**Adjustment to Accounts due to miscalculation and overstated figure:**

Balance B/F on 27.7.08 should have been £2959.67 and not £2949.67 as stated. Therefore current account balance as at 16.9.08 should have been £1076.37 and **not** £1066.37 as stated. Balance closing on 15.10.08 should have been £1727.69. The figure stated was £1718.19. The correct figure should have been as follows:

£1718.19 + £10.00 miscalculated + 50p overstated for LMPCC Newsletter credit. Giving balance closing on 15.10.08 of £1727.69 as reconciled against the Bank Statement.

<b>Balance as at 15.10.08</b>	<b>Current Account £</b>	<b>1727.69</b>
	<b>Deposit Account</b>	<b>£4899.23</b>
	<b>Total Cash at Bank</b>	<b>£6626.92</b>

**Deduct Payments:**

23.10.08	M. Ovens Sept Litter Pick	c/n425	£33.78
23.10.08	Hertfordshire Display	c/n426	£94.50
23.10.08	Three Valleys Water Rates	c/n427	£17.00
23.10.08	EHDC Playground Inspection	c/n428	£56.39
23.10.08	M. Mitchell Clerks fee/expenses	c/n429	170.14
	<b>Total Payments</b>		<b>£371.81</b>

<b>Balance as at 17.11.08</b>	<b>Current Account</b>	<b>£1355.88</b>
	<b>Deposit Account</b>	<b>£4899.23</b>
	<b>Total Cash at Bank</b>	<b>£6255.11</b>

6. **CORRESPONDENCE**

i. **Late Post carried over to November Meeting.**

15.10.08 Ltr from HAPTC – MM to find out membership fees.

We will not be joining at this time as the fees are too expensive but if necessary in the future we will sign up at that time.

ii. **Correspondence sent**

29.10.08 e-mail to Payphones re extension . (see copy attached to their reply).

11.11.08 Ltr to Victims Trust declining to contribute.

**iii. Correspondence received.**

30.10.08 – e-mail from BT Payphones re deadline.

31.10.08 – e-mail from Simon White Lappset UK Ltd re Play equipment

6.11.08 – e-mail from Countryside Management Service, Northeastern Area.

27.10.08 – e-mail from Claire Pullen EHDC re Funding availability. MM to pass to AB. MM also to make a diary note for next year on this funding.

Nov.08 – received as attachment to e-mail from Claire Pullen EHDC re East Herts Village Hall Community Challenge 2008-09. MM to pass to AB.

Nov.08 – Information from Community Development Agency for Hertfordshire. MM to organise membership.

11.11.08 – Ltr from Jeff Hughes EHC enc ballot paper for Parish Representatives.

**7. FURTHER MATTERS ARISING.**

- a. Keys to Notice Boards Containing Maps of the Parish for both Dane End and Haultwick.

DM confirmed that John Grisbrooke is holding the keys for both Notice Boards and in fact JG has changed the maps and it was felt it was best for him to continue holding the keys at this time.

- b. **Sponsorship/Adopt a telephone Kiosk**

There has been no response from the Parishioners regarding the above subject and therefore it was decided that we would not go ahead with the sponsorship of Dane End Kiosk or the Adopt a telephone Kiosk at Haultwick.

- c. **Emergency Planning.**

MM prepared a further draft document for our Emergency Plan and is just awaiting information from KW regarding owners with plant and machinery for voluntary labour.

- d. **Railings on Munden Road**

DM had a meeting with them regarding the closure of the road and has requested traffic lights be installed and that the road should not be closed permanently because of access to the shop, school and buses. DM also noted that they had already trimmed JP's tree. JP had a word with the workers carrying out the job and said he was aware someone was supposed to be asking JP to trim the tree

but nobody had. DM when passing will take some photographs. DM also advised that they will not completely concrete along the verge as first thought but only around the structure. DM advised them that weeds grow through and thus make it unsightly. They advised they will arrange for the weeds to be treated once a year therefore keeping the verge clear of weeds.

## 8. PARISH PLAN.

Lengthy discussion took place on where we are with regard to The Parish Plan. JP has been looking into how we should now approach the subject and his feeling is that we ought to be looking at a Village Appraisal as opposed to a Parish Plan as we do not have a Steering Group as such. To this end JP had produced a Village Appraisal Questionnaire. Discussion took place on the format of this Appraisal Questionnaire and from the youth point of view at what age this should be from and up to. After much discussion it was decided that instead of a Parish Plan it will now be a sub-group from the Parish Council and that the group would be made up of three consisting of JP who will chair the group, JM, and DM, as the group and KW also offered his assistance if required. As time is of an essence it was decided that the group would have a meeting before Christmas and JP will liaise with the other members to organise a convenient time. The group will discuss and determine how the questionnaire will take its final form. Then at the January meeting of the Council we will try and get the questionnaire fully approved and rubber stamped and then get the other Parish Councils involved. We can then say what we are proposing because we think it is the right thing to do and if they want to come on board then if they wish to give their input then well and good.

## 9. ANY OTHER BUSINESS

### a. Web site.

It was agreed that a payment of £30.00 monthly, will be paid to Carol Bartels for running the web site. This was proposed by DM and seconded by BL and the payment will commence from the 1<sup>st</sup> January 2009. DM also asked when the Domain Name fee is due. We believe the fee is taken by direct debit but this will be confirmed and if CB receives a reminder to advise the Council immediately.

### b. BL asked if Horses Meadow could be cut. MM to organise with Stuart.

### c. DM advised that the Hertfordshire Life Magazine will be running an article on Little Munden Parish and have spoken to The Vicar, DM and Rob at the Rest and Welcome.

### d. DM will contact Raj at Hertfordshire Highways regarding the access to the Shop and the village whilst the railings are being replaced.

- e. MM requested to buy some storage boxes for old correspondence. It was unanimously agreed that these can be disposed of but all minutes, accounts and legal documents should be retained but other documents can be disposed of.

**The next meeting of the LMPC will be held at Little Munden School at 8.00pm on Thursday 29<sup>th</sup> January, 2009.**

**The meeting closed at 9.40pm**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**David Metcalf: Chairman**