



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. Tom Duke - duke@reedparishcouncil.co.uk

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

Cllr. Caroline d' Ayala - dayala@reedparishcouncil.co.uk

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

Draft minutes of the meeting held on 14 March 2018 at 8 PM in Reed First School

Present Cllrs: K Langley (Chairman), T Duke, P Lawrence, C d' Ayala and M Higgs.

In attendance the Clerk Catharine Toms and 4 members of the public.

1.3.18 **To receive apologies for absence.** Apologies were received from Dist. Cllr. Gerald Morris and County Cllr. Fiona Hill

2.3.18 **To receive Members Declarations of Interest.** Cllr. T. Duke regarding (item 11.3.18) Planning Application - The Grain Barn, Cllr. K. Langley (item 5.3.18) as a resident of Brickyard Lane, Cllr. C d' Ayala regarding (item 14.3.18) The Cabinet Public House, as a member of the Save the Cabinet Action Group (SCAG), Cllr. Lawrence as Chairman of the Village Hall Committee.

3.3.18 **To approve the Minutes of the Meeting of the Parish Council held on 3rd January 2018 and to authorise the Chairman to sign them as a true record.** One omission was noted in relation to item 11.1.18. Edwin Kilby had also been co-opted onto the Cabinet Working Group. The minutes were duly amended and approved. Proposed by Cllr. Duke, seconded by Cllr. Higgs. All voted in favour. Agreed.

4.3.18 **To invite Members of the Public to address the meeting.** Standing Orders were suspended to allow members of the public to address the meeting.

Mrs Tait was concerned for the safety of children in the play area on the Green that there was no fence on that side of the cart pond. It was unclear who owned the cart pond but agreed by all that it would be appropriate to seek advice on what measures and what responsibility the Parish Council needed to take. **Action: Clerk/KL**

Mr Simpson was displeased by the recent letter received from NHDC regarding the changes to the brown bin service. It had been undated and unclear from which dept. this had come from. Not all residents had received the letter, so were unaware of the new arrangements of having to now pay for collection of brown bins. He would be writing to NHDC.

Mr Kilby wished to address the Council regarding item 14. It was agreed that this could wait until the appropriate time in the meeting when Standing Orders would be suspended again. Standing Orders were resumed.

5.3.18 **Chairman's Report.**

Local Plan Hearing - Cllr. Langley had attended the Inspector's Hearing on 28th Feb. to listen to the session pertaining to Reed. It seemed likely that Reed would be confirmed as a category A village in the NHDC Local Plan, with scope for specified and limited housing growth only within the defined village boundary.

Biosolid Sewage Sludge - emails and letters had been received from parishioners in the north east side of Reed complaining about offensive smells arising from sewage fertiliser sludge piled up by Rand Bros. next to The Joint. Thames Water had been contacted and had offered safety assurances and had agreed to monitor the situation and take action if necessary. The Council to write to Rand Bros. to draw their attention to the problem and ask if this material could be stored elsewhere, more remotely from the village. Proposed by Cllr. Lawrence, seconded by Cllr. d'Ayala and agreed by all. **Action: KL/Clerk**

Cabinet Correspondence - Following the Jan. meeting, the Council wrote to NHDC Planning Enforcement Officer, Chris Braybrooke, regarding recent installation of hard standing at the Cabinet. Having clarified his use of the term 'permitted development' in relation to said works, he agreed to make a site visit to see these latest works. A neighbour of The Cabinet had contacted the Parish Council concerning the rubbish piled up in the car park of the Cabinet. He had contacted NHDC who had eventually confirmed that they did have powers (under the Town and Country Planning Act) to deal with it but were unwilling to act whilst a planning process was ongoing (i.e. the contested appeal).

Bulk LPG Tanks, Brickyard Lane Development - Since the developers had refused the residents' of Brickyard Lane request to build a safety wall between their gardens and the LPG tanks, Mr Tiffin (Area Planning Officer) at NHDC had informed that the developers were now applying retrospectively for planning permission for the tanks. Since receiving representations from residents and from Dist Cllr. Morris, Mr Tiffin had since decided that their anxieties over safety could be treated as a 'material' factor and that he would now require the developers to build the requested wall, or to re-submit a complete (retrospective) planning application for the whole development. As yet Mr Tiffin had not had any response from the developers.

6.3.18 **Accounts for Payment.** Accounts for emptying of dog bins, Playground inspection, HAPTC training, Clerk's expenses for purchase of new laptop plus stationery items and stamps, hire of school hall for meeting, the Clerk's salary and PAYE were agreed.

7.3.18 **To review effectiveness of internal controls (including risk assessment) and adopt any proposed changes to governance documents.** Councillors had previously been requested to remind themselves of the governance documents. Cllr. d'Ayala asked if the Standing Orders could be amended to incorporate the ability to allow Councillors to forward views to be considered at a meeting in their absence. The Clerk was requested to check the legality of this with HAPTC and report back at the next meeting. **Action: Clerk**

All other governance documents reviewed were considered appropriate and not requiring amendments. Proposed by Cllr. Duke, seconded by Cllr. Higgs. Agreed.

It was suggested that all governance documents be made available to view on the website.

Action: Clerk

The Clerk reminded all Councillors that with the new General Data Protection Regulations coming into force from 25th May 2018, all Councillors should use their Parish Council email addresses for correspondence, which should be password protected. Cllr. Higgs suggested that Councillors email addresses should be incorporated into the minutes. **Action: Clerk**

8.3.18 **To agree to appoint Mr Peter McMeekin as Internal Auditor for 2017/18 -**

Cllr Langley had written to Mr McMeekin and was pleased to report that he was willing to continue as Internal Auditor. Proposed by Cllr. Duke, seconded by Cllr. Lawrence. Agreed.

Cllr. Langley was asked to pass on thanks from the Council to Mr McMeekin. **Action: KL**

9.3.18 **To review and approve level of insurance cover (including fidelity guarantee) -** The Clerk reported that all levels of insurance cover seemed appropriate,

including fidelity guarantee cover at £250,000. However, as the renewal was not until 1st June, quotations meanwhile would be sought from other insurers. The matter would be deferred until the May meeting. **Action: Clerk**

10.3.18 **To agree date of Weds 30th May for the Annual Meeting of the Parish Council and Bi-Monthly Parish Council Meeting followed directly by the Annual Parish Meeting** - This was agreed subject to availability of the Village Hall. The Clerk to check with the bookings clerk and secure booking. **Action: Clerk**

11.3.18 **To consider and make comment on planning application:**

Full Permission Householder: Detached garage

The Grain Barn, Church Lane, Reed, Royston, Hertfordshire, SG8 8AP

Case Ref: 18/00123/FPH - Cllr. Duke was asked to leave the room. After

discussion it was proposed by Cllr. Higgs, seconded by Cllr. d'Ayala and agreed by all to support the application, along with a suggestion that similar planting to the west be put in along the northern boundary to screen the new building and the sub-station. Cllr. Langley to respond to NHDC. **Action: KL**

Cllr. Duke was invited back into the meeting.

12.3.18 **To discuss the report from the Annual Playground Inspection and agree any actions required.** Cllr. Lawrence informed the council that the findings on the report were all low risk and no action was necessary. The playground safety would continue to be kept under review and appropriate action would be taken in the light of any future findings. Satisfied that low risk. Proposed by Cllr. Lawrence, seconded by Cllr. Duke. Agreed.

13.3.18 **To consider quotations received for tree work on Church Lane and**

Blacksmiths Lane and agree to place order with chosen supplier. Cllr. Lawrence had secured a lower quotation than previously. He was satisfied that the work would be carried out appropriately. Proposed by Cllr. d'Ayala and seconded by Cllr. Higgs. Agreed. Cllr Lawrence to liaise with the Clerk to place the order with the lowest priced supplier. **Action: PL/Clerk**

14.3.18 **The Cabinet Public House**

1) To receive and consider the report of the Parish Council Cabinet Loan Application Working Group - The Working Group (consisting of Cllrs. Langley and d'Ayala and co-opted members Mike Howes and Edwin Kilby) had produced a report in the form of a Business Plan which had been forwarded to Councillors previously and more latterly a financial table. The foundation of the Plan was that if the Parish Council decided to make an application for permission to borrow, the Plan demonstrated that the proposal was financially viable and set out evidence that it was acting in accordance with the will of the majority of people in Reed and that it fulfilled the purpose of borrowing that was to meet the needs of the Community.

The Councillors considered the document to be a most comprehensive report and Cllr. Langley thanked all members of the Working Group, particularly Edwin Kilby who had spent many hours pulling the Plan together and Cllr. d'Ayala who had liaised with outside experts to produce the financial reports.

Standing Orders were suspended to allow Edwin Kilby to address the Council. He reiterated that the Council was at this stage only seeking borrowing authority and that that the Council was a long way off from actually borrowing the money. It was prudent at this stage to get Ministry approval in principle.

It was proposed by Cllr. Lawrence, seconded by Cllr. Higgs and all voted unanimously in favour to resolve to adopt in full the report of the Working Party as a basis for an application to the Secretary of State for Housing Communities and Local Government for seeking permission to borrow. Resolved.

2) To seek the approval of the Secretary of State for Housing Communities and Local Government to apply to the Public Works Loan Board (PWLB) (or its replacement Body) for a loan of £400,000 for 35 years to purchase and restore to

operation The Cabinet Public House, for use by the community in Reed and other members of the public. - It was proposed Cllr. Duke, seconded Cllr Higgs and all voted unanimously in favour. Resolved.

3) To agree the Parish Council submission to the Planning Inspectorate for the appeal of the owner of The Cabinet against refusal of change of use to a domestic dwelling. The document was currently a draft submission. This had previously been forwarded to Councillors for consideration. Standing Orders were suspended to allow Edwin Kilby to speak. It was explained that the draft could be finalised once the appeal documents had been received and examined, as they could reveal issues that had not already been covered in the draft. Standing Orders were resumed. It was proposed that the document be the basis of a submission by the Parish Council subject to last minute adjustments by the Clerk in conjunction with the Chair. Any minor adjustments would be reported to the Council at the following meeting. It was proposed by Cllr. Higgs, seconded by Cllr. Duke and all voted unanimously in favour. Resolved. **Action: Clerk/KL**

4) To authorise production of a draft budget for 2019-20 showing loan repayments, following receipt of a loan - it was explained that this was a condition of the application that this information be submitted. It was proposed by Cllr. Higgs, seconded by Cllr. Duke and all voted unanimously in favour. Resolved. **Action: Clerk/KL/CD**

15.3.18 **To discuss and agree locations for the siting of grit bins.** It was agreed to defer this item to the next meeting.

16.3.18 **To receive matters for report and or referral to next agenda. (Information only)** Possible modification to Standing Orders. Renewal of insurance cover. Location of grit bins.

17.3.18 **To note correspondence received. (Information only)** Nothing of any significance not already covered elsewhere in the minutes.

18.3.18 **To agree date of next meeting.** 30th May 2018. Agreed.

The meeting closed at 9:59 PM