

**Minutes of the Annual Meeting of Cottered Parish Council held on
Tuesday 18th May, 2010
7 p.m. in the Village Hall**

Present: Terry McGrath (Chair)
David Charles
Lesley Greensmith
Brian Murchie
Derek Newman

The Clerk and 33 members of the public

Action

1. **Election of Chairman:** In his absence Bryan Pitman was proposed by Terry McGrath, seconded by Derek Newman and elected unanimously
2. **Vice-Chair.** Terry McGrath was proposed by Derek Newman, seconded by David Charles and elected unanimously
3. **Apologies** were received from Bryan Pitman
4. The **minutes** of the meeting held on 23th March 2010, having been circulated, were approved as a correct record.
5. **Chairman's report**
 - (i) Friday 23 April attended Guide Centre AGM, having first spoken with Jenny Hawes re flooding to her property. That Guides are to spend £7,000 on "sorting out" their flooding, pond and drains in an effort to resolve this problem.
 - (ii) Wednesday 28th April meeting with Colin Hambrook and Symon Gaughan from HCC Rights of Way who promised to write letter to 1 Home Close and Flint Cottage regarding parking on the Green. We have yet to receive a copy of the letters.
 - (iii) Thursday 13 May, request from David Broxup for PC letter to indemnify Highways against any 3rd party liability requested.
 - (iv) Sunday 16th May "car for sale" on Village Green, owner requested to remove it.
6. **Maintenance**
 - (i) Replacement tree requirement for outside "Norton Cottage". Non urgent item **carried forward to next meeting.**
 - (ii) **Notice Board in Throcking** is in need of attention. Non urgent item **carried forward to next meeting.**
7. **Registratin of village greens** with the Land Registry. Non urgent item **carried forward to next meeting.**
8. **Annual Reviews**
 - (i) **Financial regulations:** A request to change paragraphs 6.3 and 8.2 to increasing the amount that the Clerk can spend without prior authorisation from £30 to £75 was approved.
 - (ii) **Risk assessments.** No new risks were identified.
 - (iii) **Register of assets.** The gang mower has been added to the Register of Assets and the 2nd Telephone Kiosk will be added when handover from BT is complete. The changes were agreed.
 - (iv) **Insurance cover:** The changes 2nd telephone kiosk in Throcking has been added to the schedule from 1st June and the insured value for both telephone kiosks has been increased to £1,000. The tractor and gang mower are insured separately with the NFU.

- (v) **Data Protection Act:** As holders of names and addresses, the Parish Council are required to be registered under the Data Protection Act. This additional expenditure plus a shortfall in the budgeted figure for subscriptions required £66 to be vired from contingencies to Subscriptions. This was agreed.
- (vi) **Litter picker's salary.** Following a freeze on the amount paid by EHDC, it was agreed that a 2% increase be funded from the precept and it was also agreed that £30 will be vired from Contingencies to cover the cost.
- (vii) **Clerk's salary.** A 2% increase was agreed.

9. Finances

- (i) The first half year precept has been received and the balance of the Parish Council's current account is £2,923.98 and the interest bearing account £3,791.38.
- (ii) The balance of the Parish Trust current account is £748.98 the interest bearing account balance is £1,563.19. Standard Life is now part of Barclays Bank PLC, the Investment Account currently held by Standard Life will be transferred to Barclays on the 1st June.
- (iii) The year end budget report was accepted.
- (iv) The annual return and annual governance statement were reviewed, approved and signed.
- (v) Telephone kiosks, unmetered electricity supply, BT have taken back responsibility for the unmetered electricity supply for 5 years. There will be one more bill from EDF Energy up to the time of the transfer for the Brook End kiosk but there will be no electricity bill for the Throcking kiosk for 5 years from the date it is handed over.
- (vi) East Herts Citizen's Advice request for funds was considered and it was agreed that a contribution of £100 be made on the condition that the bureau in Buntingford remains open.
- (vii) The following cheques signed since the last meeting were approved

569	SJH Tree Surgery	£280.00	Tree work (Norton Cottage)
570	NFU Mutual	£106.60	Tractor & mower insurance
571	EDF Energy	£92.60	Unmetered electricity to BT Kiosk
- (viii) The following cheques were approved and signed

572	J Diales	£74.52	Expenses March to May including web site & training telecons
573	Village Hall	£30.00	hall hire May 2010 x 2 meetings
574	Suffolk Acre Insurance	£780.76	Insurance with Zurich via broker

10. Planning

Planning applications received:

- (i) **LPA Ref: 3/10/0580/FP Proposal:** Erection of 2.75m high chain link fencing around tennis court and erection of 6 x 6m retractable floodlights. **Location:** Garden House, Cottered, SG9 9PZ, supported

Decision notices:

- (ii) **The New Barn, Throcking Hall, 3/10/0419/FP** change of use of an existing barn and stables to 4-bed dwelling & 3/10/0420/LB insert windows, doors and internal partitions to facilitate conversion. Both **Granted** subject to conditions.
- (iii) **Bowling Green Farm, Baldock Road 3/10/0360/FP & 3/10/0361/LB** single storey side extension. **Granted** subject to conditions.
- (iv) **Magpie Farm, Throcking Road** car port/store (replacement for barn). **Granted** subject to conditions.
- (v) **Jasmine Cottage, Broadfield** change of use of agricultural land to domestic garden – retrospective – **refused**.

11. Clerk's report

- (i) The Clerk reported that the Parish Council now has its own web site www.cottered.org.uk
- (ii) It was agreed to accept an offer from the Speed Sign Committee to use some of the outstanding money to fund two additional benches in the village, one dedicated to Harold

Action

Newman and the other to Joy Harwood-Bee. Consideration was given to where they should be positioned and members of the public were invited to make suggestions. The Church Yard and at the top of the footpath beyond Stocking Hill were suggested. The Church Committee will need to give permission for an additional bench to be positioned in the Church Yard and it was thought that the land owner would need to give permission for a bench on the footpath beyond Stocking Hill.

- (iii) The Clerk and the Chairman will be attending the Rural Parish Conference on 11th June. Any other Councillor wishing to attend should notify the Clerk (post meeting, the Vice Chairman will also attend).
- (iv) The Clerk has been approached by the Estate Agent acting for the Developer of 10-17 Stocking Hill asking if they can put a "To Let" board on the triangle at the top of Potato Lane. The Clerk was asked to check the records to see how much was charged when the previous development was being marketed in the late 1990s and report back. If permission is granted for a sign to be erected this should not be sanctioned until after Village Day judging on 15th June. *Clerk*
- (v) EHDC are in the process of preparing their Core Strategy Development Plan Document as part of the Local Development Framework and want to know the position with regards to a parish plan. Although the Parish Council believed there was no intention to produce a parish plan, post meeting interest was expressed in giving consideration for a parish plan. A suggested response of "giving consideration to producing a parish plan" should be made and further information gleaned at the Rural Parish Conference on 10th June. *Clerk*

12. Other matters

- (i) It was reported that dog fouling and placing of dog faeces in open litter bins, especially in hot weather, is still a problem. In particular the litter bin outside the flats at the far end of Peascroft causing an environmental health problem. It was agreed that the bin should be moved away from the flats.
- (ii) It is believed that the Telephone kiosk in Brook End has been painted with the wrong paint. The painter to be asked to take a look.
- (iii) It was reported that the Cricket Club is aiming to play 12 matches this year.
- (iv) A car with a "Council aware" sign on it, located at the end of Peascroft, has been there for some weeks. Investigations to be made to get it removed (post meeting, car has been removed).

The meeting closed at 7:55pm.

Dates of next meeting: Tuesday 13th July, 2010 starting at 7:30pm