

MINUTES OF THE COUNCIL MEETING OF COTTERED PARISH COUNCIL HELD IN COTTERED VILLAGE HALL ON TUESDAY 22 MAY 2012 AT 7.30 PM

Present Bryan Pitman (Chair) Terry McGrath
David Charles Francis Ridley
John Harwood-Bee

Officer attending Marty Kilby
Present: 60 members of the public.

APOLOGIES

12.24 Brian Murchie

DECLARATIONS OF INTEREST

12.25 Cllr Bryan Pitman declared a personal interest in the fence between the Recreation Ground and land owned by a member of his family.

MINUTES OF MEETING

12.26 The minutes of the meeting held on Tuesday 13 March 2012 had been circulated and were before the meeting. Regarding minute 12.16, Recreation Ground Fence, there was discussion whether Cllr Pitman should have formally declared a personal interest because a member of his family owned a field adjoining the two pieces of land in question. This fact had been noted in the minutes of 13 March, but not as a formal personal interest declaration. After discussion a vote was taken on whether the minutes of the meeting of Tuesday 13 March 2012 were correct or not. The voting was 2 in favour of accepting the minutes, and 2 against. The Chairman used his casting vote to accept the minutes.

Resolved: That the minutes of the meeting held on Tuesday 13 March 2012 be accepted as a true record.

CHAIRMAN'S REPORT

12.27 **3rd April** - Jim Ranger calls in at the chairman's home to discuss various local issues including the Peasecroft Garages planning application
19th May - Councillors and two Cottered residents volunteer to spend 2 hours picking up fallen sticks and branches on the village greens
20th April - Grass cutting contractor performs first cut of the season on cleared greens.
24th April - Chairman erects a NO PARKING sign on the village green near the telephone box, as instructed by the Greens Trust. The post was donated by Brian Murchie and the sign was procured from a company recommended by John Harwood Bee
25 April - District Councillor Jim Ranger, a representative of the Anglia Housing Association, the Chairman and Vice Chairman all meet at the Peasecroft Garages, together with about 25 residents to have a frank discussion about the future of the garages.
27 April - The Chairman and his wife attend the AGM and annual dinner of the Guides HQ in Cottered.

ANNUAL REVIEWS

12.28 **Financial Regulations**
The Financial Regulations had been reviewed by the Internal Auditor and were before the meeting. It was agreed no changes were necessary.

12.29 **Risk Assessments**
The Internal Auditor was consulting with the Clerk and preparing a report for Council so that any amendments to the risk assessments can be discussed and reviewed.

12.30 **Register of Assets**
The Register of Assets was correct. It showed historic purchase prices and the Internal Auditor would be reporting to Council on this method of description.

12.31 **Insurance Cover**
The insurance cover would be discussed with the Internal Auditor and quotations would be sought for the next renewal date.

12.32 **Review of payments to Litter Picker and Clerk**
The payments to the litter picker and clerk were reviewed and it was agreed to increase the Litter Picker's rate in line with the EHDC uplift and to review the Clerk's rate after referring to the steps/spines on the published pay scales.

FINANCE

- 12.33 **Year End Finance Report**
The year end finance report was received and approved. Full copies were available. A copy is an appendix to these minutes.
- 12.34 **Annual Return**
The Internal Auditor had reviewed the Annual Return and agreed it with the Clerk. He would be making reports on several points as previously minuted. The Annual Return for the year ending 31 March 2012 was approved.
- 12.35 **Internal Auditor**
The Internal Auditor report was before the meeting. Two points were noted.
1. A detailed audit of the Council's financial arrangements and activities were reviewed against an agreed checklist. No adverse matters have been identified. However there are a number of issues that have been raised in respect of expenditure relating to the village greens and recreation ground. It has been proposed that the Clerk and Chairman meet with the Internal Auditor to establish a basis for considering and reporting expenditure in the future.
2. The Annual Return was completed by the Parish Clerk and the Internal Auditor, with the latter signing the Internal Auditor's section as complete with all items in conformity subject to the point raised above.
- 12.36 **Finance Report and Payments Authorised**
The finance report and payments had been compiled, due to an oversight the Clerk had not brought the cheque book, so cheques would be signed at a later date. The payments for approval were:
- | | | | |
|-----|------------------------|---------|----------------------------|
| 627 | EHDC | £599.21 | Election expenses |
| 628 | M Kilby | £428.21 | 2 months fee plus expenses |
| 629 | Limbach Banham | £600.00 | 1 Home Close |
| 630 | HAPTC | £367.10 | Subscription to 31.3.2012 |
| 631 | Suffolk Acre Insurance | £769.91 | Insurance to 31.5.2013 |
| 632 | Cottered Village Hall | £15 | May meeting |
- 12.37 **Parish Trust**
The financial statement for the Parish Trust for year ending 31 March 2012 was noted and is an appendix to the minutes.

PLANNING

- 12.38 **Planning Schedule**
The updated planning schedule is an appendix to these minutes.
- 12.39 **3/12/0760/FP - Brook Manor, Cottered**
Installation of thermal panels on pitched roof of swimming pool building.
Resolved: No objection
- 12.40 **3/12/0748/FP - Rosemary Cottage, Baldock Road, Cottered**
Demolition of concrete garage and erection of new single garage.
Resolved: No objection
- 12.41 **3/12/0241/FP - Peasecroft, Cottered**
Demolition of 24 garages and erection of semi-detached dwelling.
District Cllr Jim Ranger gave a very detailed update of the current situation, which was that at present the application was not going forward, but that if it did, the District Council would refuse permission.
- 12.42 **Strategic Land Availability Assessment**
In the SLAA framework, three sites had been registered in Cottered for consideration for development at some time in the future. All Councillors were invited by East Herts Council to comment before 15 June 2012 if they so wished.

HIGHWAYS

- 12.43 **Throcking kerbing**
Requests had been received for kerbing to be built along the highway because of the serious problem of people running over the green areas and parking cars on the verges. Agreed to discuss further at the next meeting.
- 12.44 **Footpath 45**
No further developments had taken place.

12.45 **Recreation Ground Fence Update**

A letter from the solicitors acting for 1 Home Close had been received by the Clerk that morning and had been passed to Council solicitors for advice.

Cllr Ridley handed the Clerk two letters, one from the owner of 1 Home Close and one from a parishioner. He insisted that the Clerk open and read the letters to the whole meeting, which was done.

It was noted that the owners of 1 Home Close had not removed the fence from the Recreation Ground land as requested by the Parish Council following the March 2012 Council meeting, and that two parish councillors had dismantled some of the fencing and given it back to 1 Home Close). Not all parish councillors agreed with this action.

A bundle of relevant documents had been compiled and had been circulated amongst councillors. It was suggested this be made available to owners of 1 Home Close. It was suggested that a completely informal meeting could be held between all parties and then the matter could be brought back to Council.

It was agreed to await the advice of Council's solicitors and discuss at the next Council meeting.

DIAMOND JUBILEE CELEBRATIONS

12.46 Catherine Chamberlain had taken on the task of organising a street party on Sunday 3 June, and everyone was invited to come along and join in the celebrations.

CLERK'S REPORT

12.47 The Clerk's report was before the Council and the correspondence noted. The report is an appendix to the minutes.

DATE OF NEXT MEETING

To be arranged for July 2012.

The meeting closed at 8.20 pm

Signed _____

Date _____