

HOLWELL PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 14TH MAY 2019
IN THE BOWLS CLUB AT 8.30 PM.

Present:

Ms Yvonne Hart (Chairperson)
Mr Colin Everett
Mr Ken Jordan
Mrs Ann Warner (Clerk)

District Councillor Mr Sam North
Mrs Philippa Wood
Mr Michael Kelly
Mr Ray Blake (Ickleford Parish Council)

There were no Parish Elections as there were insufficient candidates therefore the following Parish Councillors continue in office:

Ms Yvonne Hart, Mr Colin Everett and Mr Ken Jordan completed and signed the declaration of acceptance of office, register of interests form and were given a copy of the code of conduct.

1. To elect a Chairman:

Mr Colin Everett proposed that Ms Hart remain as Chairperson for the forthcoming year and this was seconded by Mr Ken Jordan and the motion was carried. Ms Hart thanked her co- Parish Councillors for their nomination and agreed to continue as Chairperson. Mr Everett thanked Ms Hart for accepting the nomination and for all the hard work she had done for the Parish during the year.

2. Election of a representative for the John Rands Charity Foundation:

Ms Hart proposed that Mr Colin Everett as representative for the Parish Council be considered as he had been on this charity board in the past and understood the procedures. This was seconded by Mr Ken Jordan. Mr Colin Everett accepted the nomination.

3. Co-option:

There was no election in the Parish this year as there were not enough candidates. There are three Parish Councillors at present which is a quorum but it is preferable that there are five Parish Councillors. Therefore the Parish Council agreed that a notice should be displayed on the notice boards and website for two weeks giving notice of the two vacancies for co-option.

4. Apologies:

Apologies were received from Roy Izzard, Cricket Club, Rob Day, Cricket Club grounds man, Paul Males, Hitchin Hawks Football Club, John Burden, HACT committee and PCSO Heather Burrows.

5. Minutes:

The Minutes of the previous meeting were agreed to be a true record with only a minor grammatical error and a proposal by Ken Jordan missing. These will be corrected and the Minutes signed at the next meeting.

6. Reports from County and District Councillors:

District Councillor Mr Sam North reported that there was no single clear party leadership, 16 Labour, 22 Conservatives and 11 Liberal Democrats, there need to be 25 to be in overall control. All three parties are in discussions on how to move forward. District Council negotiations are underway to discuss lead, chairman etc and then hopefully a clear position will be in place.

Mr North would like to forge closer working relationship with Ickleford Parish Council and Holwell Parish Council and would like to start with communications with both villages including residents and discussion with Chairpersons from both Parish Councils.

7. Report from Police Authority:

There was no representative from the Police Authority but the clerk reported that she had received the Hitchin Rural Police Report for 2018-2019. A summary is as follows:

“Following a noted increase in reported crime last year for recording period 1st April 2017 to 31st March 2018, we are pleased to note that for the same recording period this year, there has been a marked decrease (16% reduction) in crime reported in the villages and rural area cover by our term”.

Crime has fallen from **937** recorded crimes to **809** for the same recording period (1st April to 31st March).

Holwell had only 8 crimes, Burglary 2, Criminal Damage 1, Theft Offences 3, and Violence Offences 2.

P C Matthew Jenkins continues to main prime responsibility for OFFA, HOO and CADWELL wards (Pirton, Offley, Hexton, Lilley, Cockernhoe, Tea Green, Ley Green, Kings Walden, Breachwood Green Preston and Holwell)

8. Matters arising from previous minutes:

Recreation Ground: - Garage doors, harrower make safe, rabbit holes discussed in Mr Kelly’s report in Annual Parish Meeting.

The Parish Council confirmed the use of the recreation ground by the Scouts on 7th July 9.00 am to 3.30 p.m. Ms Hart would notify the cricket club.

Children’s Play area: A quote for repairs to children’s play equipment as identified by the Play Inspection Report was received which is over £2,000. The clerk is currently investigating other quotes. It was agreed that the Parish Council should apply for a grant from the John Rands Charity Foundation when the other quotes have been received.

9. Rights of Way: access from Holwell Road to Children’s Play area – pending

10. Highways: Gladman/Cala Homes development in Pirton

The update so far: - To resolve the congestion, holding bays were suggested by Cala Homes and the Parish Council gave their view and conditions on this proposal which has not been adhered to and were not built to specifications. Holwell Parish Council and HACT were totally ignored, footpath removed, ruined verges/nature/wildlife not considered and no road safety measures put in place.

Holding Bays – footpath and verge removed without permission, bay 3m to 4m straight into hedge. No raised footpath or safety notices. These will only be in place for 12 weeks when Pirton Road is closed so very little traffic will be going through anyway.

Road Closure from 20th May to 9th August. There are 3 signs in Pirton regarding this but none in Holwell. There are no advance warning signs, not for the minimum 14 days, if road closed on 20th May they are in breach of their statutory requirement so cannot legally close the road. Highways are not monitoring what is going on. It was agreed that the Parish Council will be writing to Mr Youngman at Highways strongly reminding him of his responsibilities regarding this matter.

11. Finance:

The clerk distributed the current financial statement for the year end 31st March 2019 to all Parish Councillors. The account has been completed and the Internal Auditor Mrs Julie Writer has approved the accounts. The exemption certificate has been sent to the Auditors PKF Littlejohn LLP.

Holwell Parish Council has ensured that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief with respect to the accounting statement for the year ended 31st March 2019 that we have put in place arrangements for effective financial management during the year for the preparation of accounts as required in section 1 Annual Governance Statement 2018/2019.

The Annual Governance statement Section 1 has been completed, approved and signed by the Chairperson Ms Yvonne Hart. The accounting statement Section 2 has been completed by the Responsible Financial Officer Mrs Ann Warner and approved and signed on behalf of the Parish Council by the Chairperson Ms Yvonne Hart.

It was agreed that the following cheques be signed:

Mr Ron Barrett	- £18.00 ink cartridges
F J Lawton & Son	- £600.00 Hedge cutting
Evolution Trees Ltd	- £240.00 tree removal recreation ground
Data Protection	- £35.00
Mrs Julie Writer	- £75.00 internal auditor
Goodsell Plant	- £33.60 mover repair
Aquagas	- £138.00 Pavilion ladies toilets

12. Planning Applications:

Full Permission Householder: Two storey front and rear part two storey, part single storey extension following demolition of existing conservatory. **3 Cambridge Cottages, Holwell Road, SG5 3SL. REF: 19/0099905/FPH.**

Parish Council response: Holwell Parish council does not object to this application, but would like the following points to be considered:

1. It seems to be a particularly large development on a fairly small plot.

2. It is imperative that the build adheres to the 45 degree rule from the centre of the neighbouring properties to ensure that they are not blocked by the extension. The neighbours have been assured that this will be the case by the applicant

1 Rands Cottages, Holwell Road, Holwell SG5 3SP

Variation of condition 2 to planning permission reference 18/00044/FP granted 18th June 2018
Vehicular access from Holwell road and all other ancillary works.

The Parish Council has no objections concerning this application.

The Moat House, Pirton Road, Holwell SG5 3SC

Proposal: Replacement stable block and garage

The Parish Council's stance on this application is neutral.

13. Correspondence:

E-on - Terms and Conditions –restructuring
Claire Greener - Use of recreation ground for scouts 7th July

14. Matters for special consideration:

Standing Orders: Updated and proposed by Mr Ken Jordan to publish and reflect legal requirements, Ms Hart seconded and the motion was carried.

Website: The website is being updated and there is a longer-term goal to look at a lower cost option compared to the current provider.

Defibrillator: The PC is waiting for BT to approve the telephone kiosk as fit for the installation of the defibrillator, they are sending an electrician inspect the site.

Notice boards: It was proposed by Mr Ken Jordan and agreed by all that one new notice board should be purchased with the grant money received and sited opposite Rands Cottages. Remove the broken one at Rands Meadow entrance until we are able to secure further funds to replace this one in the future. This proposal was seconded by Ms Hart and the motion was carried. The clerk was instructed to purchase the notice board and arrange installation.

Village fete/scarecrow festival: There was no representative to give an update on the event.

Next Meeting: The next meeting of the Parish Council will be held on Tuesday 16th July in the Bowls Club at 7.15 p.m.

There being no further matters to discuss the meeting was closed at 10.00 p.m.