



HERTINGFORDBURY PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF HERTINGFORDBURY PARISH COUNCIL

**HELD AT 19.00 ON 10th JANUARY 2024 AT COWPER HALL,
HERTINGFORDBURY COWPER PRIMARY SCHOOL, BIRCH GREEN,
HERTFORD**

PRESENT: Cllrs P Rochford (Chairman), H Blake (Vice-Chairman), S Bostock, N Gordon & L Clarke.

In attendance P Evans (Acting Clerk)

2023-2024-65 -**Apologies for absence**

Apologies were received from Cllr R Morris.

2023-2024-66- **To receive declarations of interests.**

Pecuniary interest was declared by Cllr S Bostock on agenda item 2023-2024 - 71b as he is the owner of the property.

2023-2024-67 -- **To adjourn the meeting for members of the public to address the Committee (if any) in accordance with Standing Order 1d.**

There were no members of the public present.

2023-2024-68 **To receive and approve the minutes of meeting Wednesday 15th November 2023.**

These were approved by the council and signed by Cllr P Rochford.

2023-2024-69 **Clerks Report**

This report had been circulated prior to the meeting and was noted. The Clerk was asked to send a note of thanks to D Tancock at HertsCC for his help on obtaining the new bus route 324. Details of this route is to be placed on the council's website.

2023-2024 – 70 **Financial**

a) To note financial report for receipts and payments up to end of November 2023.

This report had been circulated prior to the meeting and noted.

b) To confirm the payments to be made for the next month.

(i) Clerks Salaries -- £1,015.32

(ii) Numerus Payroll Qtr. 3 invoice -- £102.96

(iii) Parish Council Websites (Annual support) -- £248.40

(iv) HMRC payments for Tax & NI -- £325.80

(v) LGPS – Pension for Clerk -- £65.48



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Cllr H Blake asked if the donation to the British Legion for the wreath laid by the council could be also authorised. There was a short discussion before it was agreed to pay £50 donation. It was then.

Resolved that the Clerk sets up the payments above (other than those paid by DD, and these will be authorised by Cllrs P Rochford and H Blake.

c) To agree the budget for 2024-25.

The Clerk had circulated a report that outlined the position at the end of March 2024 and a proposed budget of £33,693 for 2024/25. The councillors scrutinised the report, and whilst they understood that the obligations of on the council were high, they recognised that some savings could be made and so, after a long discussion it was.

Resolved;

(i) To set a budget of £25,000 for 2024/25.

(ii) To revisit the 2024/25 budget in February once all councillors have had the opportunity to review the proposals.

d) To inform East Herts District Council of the precept required for Hertingfordbury Parish Council for 2024-25.

Having set the budget councillors then discussed how to finance this figure. Members noted that the councils' reserves had been used in 2022/23 (£9,000 approx.) and were likely to be used again in 2023/24. However, to raise the precept from its current level of £18,493.93 to match the budget would see a large increase in the council tax request for HPC.

After further discussion it was agreed to note the recommendation from the clerk, but to provisionally earmark the reserves again with a view to seeking grants for some of the projects that the council may undertake. It was, therefore.

Resolved that Hertingfordbury Parish Council ask East Herts District Council to collect on its behalf a precept of £20,342.88 being a Band D council tax fee for the whole year of £61.20.

(2023-2024-71) To consider the following planning applications.

a) 3/23/0795/FUL -- Land Adjacent to St Johns Church Chapel Lane Letty Green – Proposal: Erection of a five-bedroom detached dwelling with new vehicular access way. Installation of Heat Pump.

Resolved – No objection.



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- b) 3/23/2407/HH -- 34 Birch Green PROPOSAL: Erection of detached garage; garage conversion; alteration to openings and erection of front porch; insertion of roof light and two sun pipes.
Cllr S Bostock was asked a couple of questions for clarification before he left the room whilst the application was discussed. It was then.

Resolved – No objection.

Cllr S Bostock then rejoined the meeting.

- c) 3/23/2415/HH -- 16 Chapel Lane Letty Green: PROPOSAL: Demolition of conservatory, two-storey rear extension and single storey rear extension. Loft conversion with front roof lights and erection of two storey rear extensions with a raised rear roof slope that incorporates three dormer windows. Demolition of chimney, alterations to fenestration and re-location of front entrance.

Resolved – No objection.

Decisions from East Herts District Council

- d) 3/23/1918/FUL --: Land to The Rear of Stelfox House 7 Chapel Lane Letty Green; -- Installation of 25 metre x 45 metre private use equestrian menage arena, together with associated fencing. – **Granted.**
- e) 3/23/2074/HH -- 48 Chapel Lane Letty Green -- Two storey rear extension. Insert 1 new first floor side window, 1 new side door and replace a ground floor rear window with bi-fold doors. – **Refused.**
These were both noted.

(2023-2024-64) Items for next meeting. – None.

The Chairman will then move the following resolution.

That under the Public Bodies (Admission to Meetings) Act 1960 S1(2) that the public and press are excluded from the meeting whilst matters pertaining to employees of the council or tenders are discussed.

(2023-2024-72) To review the tenders for the ground's maintenance contract.

The contracts received were reviewed, and after a long discussion it was.

Resolved to appoint R J Dawes a contract from 1 April 2024 – 31 March 2027 for grass cutting and ground maintenance at an annual cost of £7,930 per year.

There being no further business to discuss the meeting closed at 8.32pm.

Chairman _____ Date _____