

MINUTES FOR THE MEETING OF ICKLEFORD PARISH COUNCIL HELD IN ICKLEFORD VILLAGE HALL AT 7.30PM ON THURSDAY 14TH JULY 2011

Present: Parish Councillors M Maxwell (Chairman), P J Crowe, M Barber, D Chapallaz (late), K Goldie, S Gray and S Taylor.

Officer present: Katrina Henshaw (Parish Clerk).

Also present for part or all of the meeting: County Councillor N Brook (part) and 2 residents (all).

40 APOLOGIES FOR ABSENCE.

40.1 Apologies for absence received from Cllr Thurstance (away), District Cllr Cowley (meeting), PC Kate Hull (rest day) and PCSO Sara Masella (rest day)

41 DECLARATION OF INTERESTS.

41.1 No 'personal' nor 'personal and prejudicial' interests relating to items on the agenda were received.

41.2 Councillors were advised to review their respective Register of Interests and update them if necessary

42 MINUTES OF THE PREVIOUS MEETINGS.

42.1 The minutes from the Annual Parish Meeting held on 26th May 2011 are to be agreed at the September meeting.

42.2 Following a proposal from Cllr Crowe seconded by Cllr Taylor and agreed unanimously it was

RESOLVED

That the minutes, including Appendix A, of the meeting held on 2nd June 2011 be approved and the Chairman was authorised to sign them as a true record of the meeting.

42.3 The minutes from the Parish Meeting held on 20th June 2011 are to be agreed at the September meeting.

43 PUBLIC PARTICIPATION SESSION

43.1 One resident asked if the bus stop near Ickleford Stores could be moved to where the bus shelter was. IPC advised the resident that this had been looked at in the past but HH had always declined. IPC offered to contact HH to establish what the current status was.

43.2 One resident asked if any of the drivers of the HGVs driving through Ickleford illegally were prosecuted. IPC advised that the Police are happy to take drivers to court if someone follows the vehicle through the village and is prepared to make a statement. Residents are also encouraged to report any vehicles to the clerk of IPC who either writes to the company or requests the Police to do so.

44 UPDATE FROM POLICE

44.1 Crime report from Community Police.

In her absence, PC Kate Hull advised that from 1st April - 1st June this year there are 17 crimes, 4 of which have been detected giving the Police at a 23% detection rate. The crimes broken down are:

- Theft – 4
- Damage - 7
- Burglary - 3
- Assault - 1
- Harassment - 1
- Vehicle interference - 1

Last year within the same time there were 10 crimes so Ickleford is up 7 crimes which is not very good but damage seems to be the problem.

- 44.2 Funding to create an initiative or support a project relating to problems with anti-social behaviour or low level crime
It was suggested that IPC investigate the possibility of someone running a youth club. It was agreed to advertise this on the village noticeboard and in the St Katharine's Wheel to see if anyone was interested in running it. Cllr Taylor to coordinate. **ST**
- 45 UPDATE ON ONGOING MATTERS AND TO CONSIDER/AGREE NEXT ACTIONS.**
- 45.1 Rural Programme Travel Plan
Cllr Gray advised that Mr Johnson was happy to help investigate a safe crossing on Bedford Road. It was agreed that IPC should write to HH and should also liaise with all residents in the Bedford Road area to establish what the demand is. Cllr Gray to coordinate. **SG**
- 45.2 Garage area and Little Park behind Turnpike Lane
Cllr Crowe advised that William Crosse had agreed to quote to clear the land. Maydencroft has already quoted IPC. Cllr Crowe is still chasing up the S106 payment from NHDC.
- 45.3 Hyde Mill
Nothing new to report.
- 45.4 Mapboards
Cllr Chapallaz to seal the edges. **DC**
- 45.5 Ways to prevent parking on the Common Land opposite The Cricketers
Cllr Gray to speak to Mr Harry, The Cricketers, to discuss the parking problem. **SG**
- 45.6 Dog fouling on FP7
Cllr Barber met with NHDC's Animal Welfare Officer who suggested putting up additional signage. The resident who had complained about the recent problems in this area agreed with this approach. No further action required.
- 45.7 Hedges on FP7
Cllr Taylor to speak to the residents who have recently planted hedges and request they keep them trimmed back. **ST**
- 45.8 Annual Report 2010/11
All reports have been received. The clerk to print and distribute to organisations. The report to be available on www.icklefordpc.com. **CIk**
- 45.9 Footpath over River Hiz
Nothing to report.
- 45.10 Kissing gate on FP7
Cllr Goldie has met with Mrs Parker's land manager and agreed a solution. Richard Nicholls is happy the proposal and will ensure his horses are safe when the kissing gate is being replaced. Cllr Goldie to coordinate. **KG**
- 45.11 Overgrown footpath alongside Raymond Cottages
William Crosse has cut this back. IPC still need to establish who is responsible for this footpath. **CIk**
- 45.12 Kissing gate on BW6
HCC have agreed to repair this.
- 45.13 Bridleways between Ickleford and Pirton
The quality and position of the new surface is unsatisfactory. HCC are investigating a solution for this problem but has advised it will be costly to take up. Cllr Goldie to continue discussions with HCC. **KG**

45.14 Monitoring of the Windfarm planning application
Cllr Gray is liaising with Cadwell Farm. IPC to ask Central Beds and Arlesey Town Council to send copies of any future applications. **CIK**

45.15 Olympic Torch
Cllr Maxwell to contact Derrick Ashley at HCC. **MM**

46 **NEW MATTERS**

46.1 Mrs Salmon's retirement
Cllr Crowe had sent Mrs Freeman a report about Mrs Salmon with some photos. Cllr Maxwell advised that all residents were invited to attend Mrs Salmon's farewell on Thursday 21st July.

46.2 Queen's Diamond Jubilee Bank Holiday Event for the village in 2012.
It was agreed that a committee should be set up for this event. Cllr Gray to coordinate advertising this with the help of Cllr Taylor and Cllr Barber. It was agreed to advertise on the village noticeboard and in the St Katharine's Wheel. **MB/SG/ST**

Cllr Goldie to investigate IPC giving all Ickleford School children a commemorative gift. **KG**

46.3 Parking in Turnpike Lane
Cllr Crowe advised that NHH had advised they were not responsible for this area. Cllr Crowe to establish who owns the land. **PJC**

46.4 Local paths and grass cutting
Cllr Goldie reported that the 2012 budget for P3 had been reduced and grass cutting would not be funded. Some footpaths will be resurfaced and HCC will take responsibility for mowing some footpaths twice a year. Cllr Goldie and Cllr Taylor to monitor and review the gardening contract with William Cross as required. The Open Spaces budget may need to be increased for 2012/13. **KG/ST**

46.5 Temporary Advertising Signs in the village
This was discussed and it was agreed that no policy was required and each application would be considered at the time.

46.6 Exclude Public and press from items 7.7 and 7.8 on the agenda (46.7 and 46.8 of minutes)
Following a discussion it was

RESOLVED

That the public and press should be excluded from items 7.7 and 7.8 of this agenda (46.7 and 46.8 in the minutes)

REASON FOR DECISION

Under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be transacted

46.7 Clerk recruitment
The two residents present left the meeting. In closed session councillors discussed the applicants and agreed that the interview panel would be Cllr Maxwell (Chairman), Cllr Crowe (Vice Chairman) and Cllr Goldie. The short list and interview process was agreed.

46.8 Current Clerk's notice period and handover to new clerk
The clerk left the room for this discussion. In closed session councillors agreed that the Clerk's contract would formally terminate on 31/8/11. The new Clerk will start on 1/9/11. Councillor's thanked the current Clerk for her flexibility in this end date and accepted her offer of a phased transition to the new Clerk. IPC will reimburse the current Clerk on an hourly rate from 1/9/11 (based on her current hourly rate) for the work that she conducts in support of the transition. This transitional arrangement will last until 31/10/11 at the latest, and will be dependent on discussions between the new and current Clerk and the Chairman of IPC.

- 46.9 Outcome and Review of the Parish Meeting of 20th June 2011
For the benefit of the Councillors who were not at the PM, Cllr Maxwell briefed everyone on the meeting. The meeting and subsequent emails were discussed. It was agreed no further action was required.

47 PLANNING APPLICATIONS.

- 47.1 11/01289/1HH 35 Turnpike Lane, Ickleford. SG5 3XB
First floor rear extension

The planning application was discussed and it was

RESOLVED

That IPC would support this application.

REASON

IPC see no planning issues.

- 47.2 11/01396/1 Glebe House, Ickleford. SG5 3XY

Two external lift shafts to be built attached to the existing building to facilitate disabled access to first floor; continuation flat roof from existing office to proposed NW lift shaft to form new scooter store.

The planning application was discussed and it was agreed that the planning advisors would investigate this application further before a final decision was to be made. **KG/DC/SG**

48 PLANNING DECISIONS.

- 48.1 11/01149/1LB Forge Cottage, Westmill Lane, Ickleford. SG5 3RP

Partial replacement of existing windows and doors with hardwood timber double glazed alternatives.

NHDC granted conditional listed building consent on 28th June 2011

Reasons or conditions

It is considered that the scheme as amended on 09/06/11, preserves the special character of the listed building, thereby, satisfying the provisions of Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and as supported by PPS5.

- 1) The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice. **Reason:** To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

49 CORRESPONDENCE.

- 49.1 Letter from resident (1st June 2011) with various headings.

IPC believes that as the Poll will be conducted within 24h of this meeting we now need to concentrate on other matters of importance to the village. Any issues on the broader subject of traffic calming need to be directed to Hertfordshire Highways. **MM**

- 49.2 Kimpton Parish Council – Parish Council Conference 2011.

- 49.3 Letter from resident (16th June 2011) asking for IPC's help to get HH to sort the issue of the pavement and kerb outside their property.

The clerk write to HH and advise resident.

Clk

- 49.4 Letter from resident (22nd June 2011) in response to Cllr Maxwell's email (6th June 2011).
IPC believes that as the Poll will be conducted within 24h of this meeting we now need to concentrate on other matters of importance to the village. Any issues on the broader subject of traffic calming need to be directed to Hertfordshire Highways. **MM**
- 49.5 NHDC – Draft SPD Vehicle Parking Provision at New Development.
Deadline for comment is 8th August 2011.
- 49.6 Resident – Request to put bollards up near Ickleford Stores at the bus stop and around the post box to prevent cars ramping up the pavement and being able to drive along at speed on the pavement.
IPC has received communication from the police advising that there is no action which we need to take.
- 49.7 HCC – How will your child get to school from September 2012?
Deadline for comment is 15th August 2011.
- 49.8 NHDC Community Halls Strategy.
Cllr Barber has reviewed and advised the Village Hall Committee. No further action required.
- 49.9 Luton and South Central Bedfordshire JCS.

50 FINANCE

50.1 Comparison of Budget 2010/11.

The comparison between expenditure and budget for 2010/11 is as follows:-

	Income		Expenditure	Money c/o
	Budget 2010/11	Extra money received (inc b/f)	Money spent	
Wages	£14,000.00	£0.00	£13,501.10	£498.90
Admin	£5,500.00	£487.19	£4,892.99	£1,094.20
Open Spaces	£4,920.00	£1,568.50	£4,821.22	£1,667.28
Recreation Facilities	£319.30	£3,476.45	£3,770.28	£25.47
Village Improvements / Repairs	£1,200.00	£93.76	£745.94	£547.82
Burial Ground	£3,000.00	£161.50	£3,111.50	£50.00
Actions from Parish Plan	£0.00	£1,698.65	£0.00	£1,698.65
Grants	£6,000.00	£171.13	£6,083.00	£88.13
Small Project Fund	£500.00	£0.00	£0.00	£500.00
Cadwell Bridge and Speed Prevention Fund	£1,000.00	£26,625.00	£0.00	£27,625.00
PCSO	£5,060.70	£3,939.30	£8,906.25	£93.75
Hyde Mill Project Fund	£1,000.00	£0.00	£523.00	£477.00
MISC	£0.00	£20.28	£0.00	£20.28
	£42,500.00	£38,241.76	£46,355.28	£34,386.48

50.2 Budget 2011/12 update with money b/f.

The budget for 2011/12 with the money b/f is as follows:-

	Money b/f	Est Grants 11/12	2011/12	Total Budget
Wages	£498.90		£13,925.68	£14,424.58
Admin	£1,094.20		£4,537.92	£5,632.12
Open Spaces	£1,667.28	£1,000.00	£2,391.94	£5,059.22
Recreation Facilities	£25.47		£3,392.93	£3,418.40
Village Improvements / Repairs	£547.82		£1,653.53	£2,201.35
Burial Ground	£50.00		£3,450.00	£3,500.00
Little Park	£1,698.65			£1,698.65
Grants	£88.13		£6,000.00	£6,088.13
Small Project Fund	£500.00		£0.00	£500.00
Cadwell Bridge and Speed Prevention Fund	£27,625.00			£27,625.00
PCSO	£93.75		£7,125.00	£7,218.75
Hyde Mill Project Fund	£477.00		£23.00	£500.00
MISC	£20.28		£0.00	£20.28
	£34,386.48	£1,000.00	£42,500.00	£77,886.48

50.3 Internal Audit for accounts 2010/11

All Councillors have been supplied the report.

50.4 Review and Appointment of Internal Auditor for 2011/12.50.4.1 The Review of the Internal Auditor

Prior to the meeting the RFO sent all Councillors the following report:-

1. The Accounts and Audit (Amendment) (England) Regulations 2006, which came into force on 1st April 2006, require a review of the Council's systems of internal financial control by a committee of the council; and a review of the effectiveness of internal audit.
2. The Department for Communities & Local Government, through the Audit Commission, has issued some guidance as to how the review may be carried out, and gives a list of standards to be met and characteristics of effectiveness.
3. Taken together, the regulations and the guidance from the DCLG provide guidance to practitioners (the RFOs) in smaller relevant bodies i.e. Parish Councils. As Ickleford Parish Council does not have a separate Finance Committee, all Councillors are part of the Internal Audit review and this enables this Council to fulfil its obligations for the Annual Accounts.
4. The NALC's Financial Advisor has stated that the information on setting up the Review issued by the Audit Commissioner is too detailed for most Parish Councils and recommends that the parameters of the Review can be reduced to some short questions, as follows : Is the Internal Auditor
 - (i) **Independent**
 - (ii) **Competent**
 - (iii) **Appointed by the Council**
 - (iv) **Work planned**
 - (v) **Plan discussed with RFO**
 - (vi) **Reporting to the Council**
 - (vii) **Challenging**
 - (viii) **Forward looking**
 - (ix) **Value for money**

The Review itself, in turn, will provide the Council with a view of the effectiveness of its systems on internal control.

5. To this end the Parish Council has had sight of the checklist used by our Internal Auditor, Mr Rod Major. The checklist allows examination of this Council's internal systems thoroughly; and ensures that the possibility of collusion to defraud the Council is kept to a minimum; while protecting the Council from all anticipated external threats.
6. Following the NALC parameters, I feel confident in the following statements.
 - (i) **Independent.** Yes – Mr Rod Major has no connection with Councillors or Clerk for Ickleford Parish Council, and is not used by this Council to provide any other goods or services.
 - (ii) **Competent.** Yes – Mr Rod Major was a Woolwich Building Society District Manager for 22 years.
 - (iii) **Appointed by the Council.** Yes for 2010/11, Mr Rod Major was appointed at the meeting on 1st July 2010 (2010/11 minute reference 48.6.2 – page 21).
 - (iv) **Work planned.** Yes – Mr Rod Major follows Audit Commission guidance. The Council has had sight of the checklist and report.
 - (v) **Plan discussed with RFO.** Yes – the RFO is aware of what will be undertaken and what she is required to produce as documents.
 - (vi) **Reporting to the Council.** Yes – Mr Rod Major's report is shown to and acknowledged by the Council each year. Its findings are either acted upon or an explanation of why not is given. (See 50.3 above)
 - (vii) **Challenging.** Yes – Mr Rod Major encourages Councillors to develop their own responses to risks rather than rely solely on audit recommendations.
 - (viii) **Forward looking.** Yes – Mr Rod Major checks that the Council remains aware of new developments and implements any changes thought to be beneficial.
 - (ix) **Value for money.** Yes – Mr Rod Major offers his time voluntarily.

Thus the parameters of the Review process are satisfied. This Council's systems are robust, as is our Internal Auditor's examination of them. The Councillors of Ickleford Parish Council are endorsed this opinion on 14th July 2011.

7. Mr Rod Major has carried out the Internal Audit for Ickleford Parish Council for the last 5 years and his appointment will continue to be regularly reviewed by this Council.

50.4.2 The Review of the Internal Auditor

Following a proposal from Cllr Goldie, seconded by Cllr Taylor and agreed unanimously Mr Rod Major was appointed as the internal auditor for 2011/12.

50.5 Annual Risk Assessment.

The Annual Financial Risk Assessment has been carried out and all Councillors have received a copy.

50.6 Notification of receipts received since the last meeting.

No receipts have been received.

50.7 To approve payments for the month of July 2011

50.7.1 To approve payments between meetings

Following a proposal from Cllr Goldie, seconded by Cllr Taylor and agreed unanimously the payments of £87.00 were approved.

50.7.2 To approve payments and sign cheques.

Following a proposal from Cllr Goldie, seconded by Cllr Taylor and agreed unanimously the payments of £3,783.31 were approved and the cheques were signed.

- 50.8 To approve payments for the month of August 2011.
Following a proposal from Cllr Crowe, seconded by Cllr Chapallaz and agreed unanimously the payments of £929.56 were approved and the cheques were signed.

51 REPORT FROM COUNTY COUNCILLOR.

- 51.1 County Councillor.
Cllr Brook reminded IPC about his Locality Budget.

52 REPORTS FROM REPRESENTATIVES ON OTHER COMMITTEES.

- 52.1 Ickleford School Governors.
Cllr Maxwell reported that finances were currently looking healthy.

53 ANY OTHER BUSINESS.

NB This is for exchange of information only. No decisions or actions can be agreed at this time.

- 53.1 A tree has fallen down on Christmas Common that is obstructing FP10. Cllr Taylor offered to ask Richard Nicholls if he will remove it.
- 53.2 The barriers near Cadwell Bridge are obstructed with overgrown grass and weeds. The clerk offered to speak to HH.

54 DATE FOR THE NEXT MEETING.

- 54.1 The next meeting will be held on Thursday 1st September 2011 at 7.30 pm in the small hall.

The meeting closed at 10.10 pm