

## Parish of Hempstead

### Draft Minutes of the Meeting of Hempstead Parish Council held at the Village Hall on Thursday 9<sup>th</sup> May 2019 at 8 pm

**Present:** Mr Sean McCarthy (Chairman), Mr Alan Weedon, Mr David Drane, Mr Mark Welbourn, Ms Diana Frost, Mrs Laura Saxel and the Clerk.

The meeting started at 8.03 pm

**The Chairman opened the meeting by welcoming all councillors, particularly Miss Frost and Mrs Saxel the new members.**

**1 Apologies for absence** Alan Storah, District Councillor.

**2 Forms for Acceptance of Office and Expenses returns** were completed by all councillors. Most Register of Financial Interests forms were completed with the remainder to be sent directly to UDC.

Vote to confirm usage of UDC Code of Conduct was completed unanimously.

**3 Election of Chairman:** Mr Sean McCarthy was elected Chairman unanimously.

**4 Co-option of Additional Councillor was deferred to the next meeting**

**5 Appointment of Proper Officer and Responsible Financial Officer:** Mr Long was duly elected to these posts.

**6 Confirmation of Internal Auditor:** Mr Ross Midgely was confirmed in this capacity.

**7 Specific Responsibilities of Councillors** were allocated as follows:

<b>Sean McCarthy</b>	Chairman, Police Liaison and Village Hall Representative
<b>David Drane</b>	Highways and Footpaths
<b>Diana Frost</b>	Village Website
<b>Laura Saxel</b>	Neighbourhood Watch. Tree Warden
<b>Mark Welbourn</b>	Traffic and Legal Issues
<b>Alan Weedon</b>	Environment
<b>Martyn Long</b>	Clerk and Responsible Officer

**8 Minutes of Previous Meeting held Thursday 25<sup>th</sup> April 2019**

These had been amended to show the list of pre-approved expenditure and were signed.

**9 Minutes of the Annual Parish Assembly Meeting Friday 26<sup>th</sup> April.** This item was deferred to the next meeting

**10 Defibrillator** A reply about which course would be needed for a first responder had been received from Community Heartbeat and forwarded to Jon Wilson who has volunteered.

**11 Planning Anso Farm UTT/18/2945/FUL** had been refused as rather large for the location.

**Boytons Farm UTT/19/0288/FUL** refused but it was noted that UDC pre-application advice had been misleading. As there seemed to be some usage of the property the Chairman had contacted the Enforcement Team to follow this up.

**12 Correspondence** Telephone kiosk: A reply had been received from BT saying that their consultation was on-going and the village would have 48 days after any notice appeared to make a case for its continued use.

Essex Police had circulated a document called Partnership Document in which they offered to visit villages, with Hempstead due for a street Beat meeting on 29<sup>th</sup> May. Mr McCarthy has offered to make himself available.

It was agreed that the Clerk should write to Simon Howell, the out-going District Councillor to thank him for his support and friendship.

**13 Highways and Rights of Way** Local Highway Panel: Mark reported that the consultation on the 40mph buffer zone had been replied to. Other respondents had expressed their disappointment that the zone could not be extended to Blagdons to include the dangerous blind summit that also contained several exits from properties.

David Drane reported that he had heard nothing from County Councillor Simon Walsh concerning his request for a survey of the road surfaces throughout the village.

There were still some bridge repairs on footpaths that had not been carried out. Mr Drane said that he would pursue the matter as it was some time since it had been reported.

Footpath Cutting: Insurance document and risk assessments had been received from Mortimers. The first cut was imminent probably within the next week.

**14 Environment** Rosemary Cottage damage to drive: Mr Welbourn's letter had received a reply indicating that further consultation was necessary before definitive answer could be given.

It was agreed to refer the sorry state of the posts at Wellyard to the Highways Rangers. Name posts at Mill House Bungalows had been repaired and re-painted.

It was agreed that the Clerk should proceed with the purchase of a new litter bin for the bus shelter. He had done some research and the price would be about £120 (ex Vat).

An email had been received from Chris Scott concerning trees on the end of the Chase that appeared to be leaning. As it was unclear who owned the land as it was a bridleway Mrs Saxel would endeavour to clarify the matter.

**15 Finance** The Clerk had put a payment for £330 to cover grass cutting on the bank website for authorisation and the chairman signed the invoice.

The two new councillors supplied the Clerk with details to enable them to be set up on the bank website as authorisers.

**16 Communications** Miss Frost said that she was planning to rationalise the website information, particularly the historical sections. She would also update the 100 Parishes information.

**17 Risk Assessments** It was agreed that development of this useful document would be ongoing as issues occurred. The clerk asked that the insurance cover particularly should be carefully checked at renewal. Rewriting of the Financial Regulations, that had been previously circulated as a draft was ready for approval at the next meeting. Revision of the Standing orders was also underway.

**Future Meetings: Thursday 13<sup>th</sup> June, August 1<sup>st</sup> and 6<sup>th</sup> September at 8pm Village Hall  
The meeting ended at 9.40 pm**