



# Little Hadham Parish Council

## PARISH COUNCIL MEETING MINUTES

Minutes of the 12th meeting of **Little Hadham Parish Council** (2019 – 2023 Session) held virtually via teleconference on Tuesday 2<sup>nd</sup> June 2020 at 8.00pm.

**Present:** Cllr E Lloyd-Williams (Chair)  
Cllr R Mardell  
Cllr C Westlake  
Cllr F Arkell

**Also:** Clerk: C Page, Cllr Williamson, J Williamson, C Riley

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The chair opened the meeting and welcomed the members of the public. All mikes to be kept muted when not speaking, keeps the background noise to a minimum. The mikes will not be controlled, but we can it be necessary. You will need to unmute yourselves when you are speaking. Cllr Williamson is not on video link, when taking vote, her vote will need to be made verbally. Cllr Williamson will also need to ask a question and not raise her hand. The meeting will be recorded.

- 20.5.1 To receive and accept apologies for absence. No apologies received.
- 20.5.2 Democratic 10 minutes. Questions or comments on matters contained in this Parish Council meeting. No comments from the members of the public
- 20.5.3 Declaration of interest and dispensations – to receive Declaration of Interest from councillors on items on the agenda. No declarations of interest from the councillors.
- 20.5.3 Approval of minutes held on the 5<sup>th</sup> May to be agreed and signed as a true record. meeting held on Tuesday 5<sup>th</sup> May, to be agreed and signed as a true record. All councillors agreed the minutes to be an accurate record of the meeting. Chair will sign the minutes and hand to the clerk at the next available time, due to meeting being held virtually.
- 20.5.4 Matters arising from the minutes.
  - 20.4.7.6. Neighbourhood Plan – Chair and Cllr Attwell to meet with George Pavey.
  - 20.4.7.13 Cllr Westlake to put out a request for metal shelf unit for Bury Green box
  - 20.4.12 Chair to speak to Nicholas Maddex re putting signs up on the footpaths.
- 20.5.5 Covid-19 Update – Chair. Wants to continue to thank everyone across the community working to support and help, especially the committee and volunteers.
  - Committee feedback – Jan Williamson (Appendix 1). Currently helping around 6 people per week with prescriptions, sometimes more and sometimes less. We will be asked to provide this data to see if we get a second spike, we can we restart the system quickly and efficiently. All reps happy to continue but if someone we cannot need to find another rep until we have stood down. Cllr Attwell said it is great to hear you have given this a lot of thought and have a process in place for the future.
- 20.5.6 Reports - Areas of Responsibility
  - 1 Highways – Cllr Arkell. All OK, more road closures planned. By the Ash traffic lights 20<sup>th</sup> June to December, road works but no closure. Smith to the traffic lights 25 July to 1<sup>st</sup> September, closed. All detail will be on social media and our website.
    - Bypass – The team welcomed the opportunity to join the Zoom meeting. Will get some dates. Due to Covid 19, they have been able to get a lot more work done, working later into the night. Chair asked why the closure on Albury Road was extended. **Action: Cllr Arkell to find out**



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- 2 Environmental affairs – Cllr Hoodless - no report. Outstanding agenda item re Countryside Code, Chair has sent email. Signs from the clerk with a suggestion they go on Cllr Lloyd-Williams and Attwells gates. **Action: Chair to pass sign to Cllr Attwell, also asked if any of the other councillors would put one on their gates.**
- 3 Playing fields and young people's needs – Cllr Mardell – there is extra littering in the parks. It has been reported the playground was littered with cans, bottles and food wrappers, and the rubbish bins were empty. Cllr Mardell has visited the parks, and whereas the signs are up on Halfway House entrance, those at the Village Hall end are being taken down. It was noted there are people using the playing field, but not on the play equipment yet. Cllr Mardell had cause to remind a mother with her young son, that play equipment is not to be used, in line with government advice. **Action: Cllr Williamson to find out what the situation is from EHC. Government advice is parks are open and equipment is not to be used, but we will get clarity.** Once we have the facts straight, put on social media. Cllr Attwell suggests we open the park and put signage on the equipment that is not to be used. **Action: Clerk to change the signs to reflect government advice and put an article in the Parish News, also to put a sign on the noticeboard re picking up your litter etc. Cllr Mardell to obtain hazard tape and block the equipment for use.**
  - Annual Playground inspection – Cllr Mardell said it is due and we had a discussion as to whether it was worth using the company recommended. Cllr Mardell said he didn't think we could get someone else to do it more thoroughly so feel 99% of the report is worthwhile, and suggests as last year, once the inspections are done we will check the report and check against the equipment. Any additional faults to be reported to EHC. All councillors agreed this should be carried out.
- 4 Community – Cllr Mardell – doing checks on the defib machine. Chair asked for a paper trail to be established. Cllr Mardell phoned the office re the defib., Cllr Mardell has all the information to allow him to do the checks and log them. Also, for the playground forward any comments that need minuting to the clerk.
  - Village Hall – Jan Williamson (Appendix 2)
- 5 Consultations and Public Relations – Cllr Arkell – Been looking into what people use most, twitter, Facebook, or Instagram. Facebook 1<sup>st</sup>, Instagram 2<sup>nd</sup>. Looking to get an Instagram account. **Action: Put pictures on of littering.** Highlighting the damage that is being done in the park. Getting more followings on Facebook. Twitter, - trying to get the admin.
- 6 Neighbourhood Plan – Cllr Attwell – Talk to George Pavey. No further comment currently. An article was put in the Parish News, with no comments back.
- 7 Significant External Factors – Cllr Hoodless – no report
  - Stansted Airport – Chair – no report.
- 8 Flood prevention project C15 - progress update – Cllr Westlake – met Ian Hollirake who was measuring up for the concrete platform over the ditch to enable the ditch to have the silt dug out. Is on this year's CC budget.
- 9 Security – Cllr Mardell – **Action: Cllr Mardell – Need to get the police meetings reinstated. We need the police to be a part of our PC meeting.** A man has been seen putting catalogues in post boxes in Westland Green and then going back and taking out the mail. **Action: Cllr Mardell to speak to the police, re status of this.** The message we need to remember, is 999 if live and 101 if less urgent. To get it logged and to paint a picture of what is happening in each area of the county. If we do not log it, we will not get the support. Speak to Nicola Hunt
  - Police Liaison – PCSO De Bruyn – crime stats for the period 1<sup>st</sup> to 26<sup>th</sup> May 2020.



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- Theft of post – Westland Green. Unknown male has driven up to an address in Westland Green and removed post from the post box before leaving the area. Crime enquiries re currently still in hand for possible fraudulent activity.
- Theft from Motor Vehicle – Chapel Lane Little Hadham. A catalytic converter was stolen from a vehicle parked in Chapel Lane Little Hadham. Unfortunately, no suspects have been identified from police enquiries.

We are continuing to patrol the area as best we can and have been responding to reports of Covid-19 breaches. We strongly advise residents to continue to adhere to the Government guidelines of the Coronavirus and continue to self-isolate when necessary and social distance.

10 Operations – Cllr Attwell – Nothing to report. Need to set up a mid-month meeting to discuss HR subcommittee. **Action: Cllr Atwell to set up a meeting.**

11 Allotments – Cllr Wilkinson – nothing to report. **Action: Cllr Attwell to pick up Stephen Stigwood lease. Cllr Westlake to check the bin at the allotment to see who owns it.**

**Suspend main agenda at 21.05 to go to planning meeting. Return to main meeting at 21.21**

20.5.7 Update from Cllr Williamson - Travellers planning application at chapel lane in respect of decision of 4<sup>th</sup> February – good news the legal challenge on the Inspector's decision and the High Court hearing have now been granted and have put a hold on the whole process and although published on the EH website the council is not progressing it any further. This shows a case to answer. Although no dates yet, but possibly a two-day hearing. It must be heard by a senior court judge.

Residents of East Herts have enjoyed free parking over the last two months, but parking charges will be re-introduced from the 29<sup>th</sup> June 2020. Notices will be put up.

20.5.8 Chair's Report – had a further email from a Westland Green resident as to whether the Parish Council can offer funding to the legal battle to Westland Green. **Action: Chair to circulate to councillors, and to go on the agenda for next month.**

Cllr Wilkinson - The hawthorn hedge is growing over the roof of the bus shelter. Cllr Mardell said he will cut the hedge back over the next couple of days and will check the shingles. It is the one at the traffic lights.

Update on situation with Brewery licencing. Had an extraordinary meeting of the Parish Council on the 26<sup>th</sup> May and concerns have been maintained across most of the areas and a new objection letter was put in. The Chair and Clerk attended the meeting on Monday of this week of the Licensing sub-committee. There were technical issues and the meeting was adjourned - Rescheduled for Friday 5<sup>th</sup> June 2020. No decision at this point.

Remind councillors if any items for newsletter let the clerk know.

20.5.9 Clerk's Report

- 1 To agree to payment of accounts. All councillors agreed to the payment of accounts.
- 2 To accept the accuracy of the financial statement. All councillors accepted the accuracy of the accounts.
- 3 The Annual Internal Audit Report is received and noted. Clerk said the report prepared by Mr. Mike Smith had shown nothing untoward and proposed that it be accepted. Agreed
4. The Annual Governance Statement (section 1) is approved. Clerk read through the list of statements and proposed that they all be accepted as accurate. Agreed. The Chair



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to sign the statement at the first opportunity. Due to the virtual meeting because of Covid-19 , the signature will be at an agreed time.

5. The Accounting Statements (section 2) are approved. To agree to Statement of Accounts for 2018/19. Clerk proposed that the Statement of Accounts be accepted. Agreed. The Certificate of Exemption was approved. The Chair to sign the statement at the first opportunity. Due to the virtual meeting because of Covid-19 , the signature will be at an agreed time. Chair signed the statement
6. The Certificate of Exemption is approved.
7. The Annual Governance statement was agreed for signature by the Chair and Clerk. Agreed. The Chair to sign the statement at the first opportunity. Due to the virtual meeting because of Covid-19 , the signature will be at an agreed time.
8. To agree to a salary, increase for the Litter Picker from £115.80 to £130 per calendar month. The salary increase has been proposed by Cllr Wilkinson, seconded by the Chair. The reason for the salary increase is the exemplary work being carried out. Had a lot of problems with litter picking. Had a long-standing litter picker, after which is has been difficult. Chair proposes we go to a subcommittee. Chair asked if the council are happy to take the recommendation of the subcommittee. All councillors agreed. Cllr Wilkinson asked if it could take place at 8pm on the 9<sup>th</sup> June. **Action: clerk to provide all figures.**

20.5.10 Planning matters. To receive the report from the Planning Committee

20.5.11 Correspondence

20.5.13 Date of next Council meeting – Tuesday, 7<sup>th</sup> July 2020

20.5.14 To close the meeting – 21.33

**For members of the press and public, the Parish Council meeting is being held virtually via Zoom videoconference that will commence at 8.00pm. All normal Parish Council rules apply. There will be the normal Democratic 10 minutes for questions. Contact the clerk and she will invite you.**  
[clerklittlehadham@gmail.com](mailto:clerklittlehadham@gmail.com)



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## Appendix 1

### Little Hadham Corona Virus Response – Jan Williamson

Since last month there has been very little change in the hamlets. I can report there has been no new cases other than prescription collections that have come on our radar. These have gone straight through to Amanda Davey who has sorted out immediately.

A meeting took place over a week ago with Carole Page, Carolyn Westlake, Simon Marlow, and me from Operation CommUNITY plus Claire and Juan from Much Hadham who are our counterparts. Simon was keen to meet up with the village Coordinators and have an informal chat about how we were coping. He advised us that OPP Comm would be winding down their support within the next few weeks as lock down eased but also indicated that a 2<sup>nd</sup> spike was expected and would we be able to re start if our support had been withdrawn? The answer was yes we would be able to restart easily and that all information would be retained until after covid 19 danger is behind us This did however beg the question of how we reduce our support and do we have any residents that might not want to go back to their independence.

There will undoubtedly be some residents that may have become dependent on getting support through the community who may have other issues besides being at risk to covid 19. We will identify any such person and actively encourage independence for the future. If any problems continue to exist, we will seek professional advice and help signpost the resident to the relevant organisation.

Below is the email sent to all members of our LHCR

Things to consider:

With the new lock down measures starting to ease and the at-risk residents now being allowed out for a walk once a day the support that has come from Operations Community will inevitably start to withdraw over the coming weeks. Some of you may be planning, if not already, going back to work and will have to withdraw your leadership of support for your hamlet. We are told that the Government will support the at-risk population until the end of June, with food parcels, but we will obviously wait for the next Government update on this. Getting priority slots from supermarkets are still not easy and I understand they tend to be released after midnight in batches, which is not helpful!

The next stage for us will be to identify our residents who are starting to take back control of their lives over the coming weeks and update our information documents as required. There will be some residents who may not feel comfortable at going out when allowed and may need to continue with our support for that bit longer. No resident must be made to feel a burden because they are not ready to let go of our support! There is no set time scale.

The information given on 2<sup>nd</sup> spikes is that this will be dealt with in a localised way depending on where the sudden increase of infection occurs.

It is 2 weeks before the next Parish newsletter and the more information and advice we can give our residents the better. So, it is vital that I have all your information and thoughts on what is going on in your hamlets so we can best inform our community. If you would like to have a discussion on how we will start to relax our support when it is clear that we can do so, let me know so Carole can arrange a suitable day and time that we can constructively work out How safely to do this.



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There may be some residents that will not want to let go of the support we have provided over the last 10 weeks and they will need identifying so we can work with them to achieve independence again. There may be depression, mental health issues or just generally fear of going back to the new normal which may have to be referred to professional bodies such as the Doctors, Social Prescribing Coordinators, bereavement Counselling or other service providing agencies such as CAB, Herts Mind and Samaritans.

We also must consider that should a 2<sup>nd</sup> spike occur can we quickly and efficiently put in place the system that we have built up over the past 3 months. I will store all my information in a secure way if this might occur.

Finally, if any of you cannot continue to represent your hamlet and continue your support due to your own commitments, in the foreseeable future, please let me know so I can look for a suitable replacement and ensure a smooth handover. Only we as a team will now when our time is right to start to ease the support for our most vulnerable residents.

Thank you for your continued support.

Jan Williamson

We shall need to inform the community of our withdrawal of support when we as a LHCR Committee have agreed it is safe to do so and in accordance with Government advice.

All representatives have replied to my email today and are happy to continue until we have agreed to end support.

## **Appendix 2 - Little Hadham Village Hall – Jan Williamson**

We have received the latest update from Acre regarding VH which basically says that only Pre-School and urgent support services as stated below can use the public building.

***The legislation to allow community buildings to open for use by a pre-school has been laid before Parliament and is now in force. The amendment is detailed here (see regulation 5, paragraph 7). The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 now say that community buildings can open for two reasons (the second one being new):***

***To provide essential voluntary activities or urgent public support services (including the provision of food banks or other support for the homeless or vulnerable people, blood donation sessions or support in an emergency), or***

***For early years childcare provided by a person registered on the Early Years Register under Part 3 of the Childcare Act 2006.***

***Village Halls and Community buildings must still remain closed to the public for all other activities.***

The latest guidance from ACRE refers to the re-opening of public buildings from 4<sup>th</sup> July and only then for low risk activities where social distancing and hygiene measures can be enforced. This



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is also the view of CDA Herts and The Consortium for village halls that LHVH belong to. This is in line with the Government's ruling.

Even then we must have in place risk assessments, up to date electrical safety checks, our water system flushed through and relevant signage for social distancing in place.

Many of our groups the social prescribing groups like coffee morning, afternoon tea, Third Thursday lunch, Red Chair Cinema and Pantomime Group may struggle to operate with new safety measures in place. All hirers must provide risk assessments and any that don't come under our insurance must provide full insurance details to the VH to ensure safety of their event and agree to complete cleaning up of their event to include doors and handles.

These guidelines may change at any time and a 2<sup>nd</sup> spike in Little Hadham may shut us down again.

We will need to think very carefully about how we re-open and whether we can sustain or expenses if many of our groups do not return yet. We have received £10k from EHC to help us with our out goings and have furloughed 2 staff.

With the economy in a poor state it also leaves big question marks about how we will achieve our grants for our refurbishment when so many groups will be desperate.