



# Little Hadham Parish Council

## PARISH COUNCIL MEETING MINUTES

Minutes of the 13th meeting of **Little Hadham Parish Council** (2019 – 2023 Session) held virtually via teleconference on Tuesday 7<sup>th</sup> July 2020 at 8.00pm.

**Present:** Cllr E Lloyd-Williams (Acting Chair)  
Cllr M Attwell  
Cllr C Westlake  
Cllr R Mardell  
Cllr F Arkell  
Cllr T Reeves-Hoodless

**Also:** Clerk: C Page, Cllr McAndrew, Cllr Williamson, J Williamson, + 8 members of the public

The Chair opened the meeting and welcomed everyone. She highlighted a few technical points: will keep everyone muted. There is an opportunity at the start for members of the public to speak on the Planning and main agenda. If you want to speak you may do so. State your name if speaking to record it. Keeping comments to 3 minutes. Vote will be by a show of hands. If you lose connection, dial back in. Although this is a video meeting will keep to our usual meeting standards.

- 20.6.1 To receive and accept apologies for absence. Cllr Wilkinson sends her apologies due to a personal appointment. The councillors and chair accepted the apologies
- 20.6.2 Democratic 10 minutes. Questions or comments on matters contained in this Parish Council meeting. No comments from the members of the public
- 20.6.3 Declaration of interest and dispensations – to receive Declaration of Interest from councillors on items on the agenda. No declarations of interest from the councillors
- 20.6.4 Approval of minutes held on the 2<sup>nd</sup> June 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.
- 20.6.5 Matters arising from the minutes. All matters arising are being dealt with in the usual agenda.
- 20.6.6 Covid-19 Update – Chair said we are in a much better position than we were, and now things are starting to ease. A big thank you to everyone who has been helping, particularly Jan Williamson. The community response has been amazing.
  - Committee feedback – Jan Williamson said that the last 100 days has seen a good coordinated response. Now people are starting to go back to work, and isolation measures are easing. The At Risk and Vulnerable groups are still restricted. People are taking responsibility for themselves again. A few people are experiencing problems. The feeling is that the volunteers will quieten down the response but keep their volunteer lists ringfenced in case we need to reactivate the programme. We still need to look out for people that cannot get out. There have been two or three enquiries since the last PC meeting. Other village support groups have disbanded, left some people needing prescriptions and appointments. Jan said she can direct them to various modes of transport. But, all in all it has been a fantastic response. Now it is time where family members can step in. It is proposed we lessen the amount of information in the next newsletter. Still keep in contact with each of the key coordinators. Covid recovery is the next emphasis. The main problems highlighted was communication and connection. Graham McAndrew donated £5,000 to the



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Hadham's for working on on a survey for Albury, the Pelhans and the Hadham's to see how we can upskill technology in our villages. The survey will provide vital information on what we can learn from the pandemic. We need the information going forward. Cllr Attwell said we need a catch up over the next month or so, to see what needs to be looked at. Who are the long-term residents that need help, and are they pre-existing Covid? Jan said there have been a lot of thanks from residents. Also, the Health Centre have taken a bad hit on staffing and having one collection of multiple prescriptions is helpful. **Action: put an update in the Parish News.**

- Chair said to vote on the proposal that we are scaling back the Covid response whilst continuing for those need and keeping an eye on the situation All councillors happy for that proposal. Not to push too strongly and perhaps do an audit on where we are. All councillors agreed. A big thank you to Cllr McAndrew for the donated £5,000. Cllr Attwell said a big thank you to Jan and the volunteers. Cllr Attwell suggested sending a letter of thanks to all the volunteers, the Chair seconded, all agreed.

## 20.6.7 Reports - Areas of Responsibility

- 1 Highways – Cllr Arkell – Albury road partially open. Ford closed Thursday till 1<sup>st</sup> September. All cars will be diverted as it takes 24 hours to dig up the road. Pedestrians, cyclists, dog walkers OK to travel through. **Action: Cllr Arkell to drive the diversion route to ensure there are sufficient signs up.** Bypass monthly drop-in sessions are being reinstated, details to be sent out by Cllr Arkell. Work is continuing the bypass. All gong OK. Chair has a question emailed to her that the signs on A120 bypass will open late summer 2021, which is a 6-month delay – do we know why. Cllr McAndrew said it was Covid 19 that caused the delay. Ringways team diverted to work on the Covid one-way systems in the towns. This is still on the agenda and will come to the top when it can. Chair recommend contacting the Parish Council if there are issues, as we can talk to the Bypass team.

SIDS machines –Crime Commissioners Fund. Cllr McAndrew said it has been put in the background until the work in the town centres is done. Cllr McAndrew to check out where we are in the programme.

- Bypass – see above
- 2 Environmental affairs – Cllr Hoodless – Nothing to report.
    - Millennium Wood – Chair / Cllr Westlake – Chair said we were notified that signs had gone up listing the site for sale. The wood was being split into 5 plots to be sold separately. The woods are well used by the parish. They are managed by a local volunteer group. The school use it extensively. The woods were listed as a community asset in 2016, but when the wood was sold internally between two companies, it came off the community asset listing. Discussions are taking place with EHDC to see what we can do to protect the wood: Some ideas:
      - Local greenspace designation in the neighbourhood plan.:
      - Cllr Westlake suggests the pathway through the wood which has been used for many years – make it a public footpath
      - TPO's – does not need to be individual trees but can be the whole lot. A quicker way.
      - Working party to look at various things.
      - Chair has names of people who would like to get involved in this. Richard Beckett is very keen to be involved as are their family and neighbours. Cllr Westlake is also happy to join the working party, but not to lead. Cllr Attwell wrote to the Woodland Trust and they advise getting a TPO. **Action: Cllr Attwell**



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proposes we get a TPO and write to the council. Cllr Mardell, we need to make it a priority and do it as quickly as possible. Cllr Williamson confirmed it can do no harm and he will try to get fast tracked through the council. The Neighbourhood Plan was a thorny subject, but in this context, basically a single policy to get fast tracked. It is worth looking at with a policy and a referendum. Deputy Exec of EHC is aware of the situation. A single policy Neighbourhood Plan to protect the wood as a local green space designation would also be a strong route to go down.

- Cllr Attwell proposes we send a letter to EHC requesting the entire wood be designated as a TPO. Cllr Mardell seconded. Action: Cllr Attwell to send a letter to EHC District Planning that the Millennium Wood be designated as a TPO. All councillors agreed.
  - Chair proposes set up a working group to look at NP single policy, also any other avenues we are missing. Cllr Attwell seconded. All councillors agreed. Motion carried. Action: Cllr Attwell to set up the working group.
  - The Old Chapel, Chapel Lane – Cllr Westlake – Update, work is going on. One level scaffolding taken day. Asking for regular updates.
- 3 Playing fields and young people's needs – Cllr Mardell – good state of repair except the VH gate. Litter bins are full in the playing field. Action: clerk to see how often the playing field bin needs emptying. Park is technically still closed, signs have been put up, only to be taken down. Information circulated today from insurers and guidance. Insurers require a risk assessment of the park to demonstrate we are aware of the risks and display appropriate notices. Notices are one part of the risk assessment. Cleaning equipment also in the risk assessment. Chair said if we can open the parks safely then we should. They are an important part of our community. Cllr Mardell has met with two contractors to get a price for repair works. Has received prices of £3,900 and £1,350. This cover: the posts and fence at the ridgeway. The gates and posts at the Village Hall playground. Need to have self-closing pedestrian gate, but not on the vehicular gates. Cllr Attwell suggests the quotes are circulated and the contractor selected. Chair recommends we agree the spend for the repairs subject to a working group of Cllrs Mardell, Attwell and Arkell. Get the quotes circulated to the council. Chair proposed, Cllr Attwell seconded, all councillors agree. Motion carried. Action: Cllr Mardell to pull a list of materials prices together to show value for money of the quotes.

Chair proposes we move to open parks as soon as possible with provisions – risk assessment, measures that come out of that, signage, taking swings down. Work as quickly as possible. A working group is needed. Cllr Attwell to get involved with the risk assessment. The chair agreed to join the group and proposed one be set up. Cllr Attwell seconded, all councillors in favour of the proposal, motion carried. If parks open and there is a spike, then we can change it. Chair asked Cllr Williamson how we could notify of any local spikes. He said, possibly local health centre. Jan Williamsons could possibly know.

- 4 Community – Cllr Mardell – no updates
- Village Hall – Jan Williamson – has a new vice chair who comes from a business and school background. Very enthusiastic. Hall as from 4<sup>th</sup> July could open, but its unlikely to open in July. Questionnaire to all user to see what they want from the hall. Most of the indoor groups are in the at-risk groups. Kitchen closed as we are carrying out risk assessments. The hall will remain shut possibly August, Farmers market maybe outdoors. Be decided at the next meeting. Limit on gatherings, cinema club is only 30 people due to social distancing. We still do not have the equipment, due to Covid-19. Post office remains open. Had to put a hold



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on the refurbishment project due to no fundraising. A maintenance programme and working party to tidy the hall up. Teamed up with Hertfordshire Rotary Group for a Drive in Cinema for Stapleford drive in cinema. Could be in September. Do something with the Health Centre due to their lack of space, and maybe using the village hall for flu jabs in the autumn.

- 5 Consultations and Public Relations – Cllr Arkell – Nothing to report. Since Cllr Arkell took over, we are now more consistent with our Facebook postings and an Instagram page has been set up. More follower's day by day. Chair suggests putting pictures of the parish on. Action: Cllr Arkell to take pictures to put on.
  - 6 Neighbourhood Plan – Cllr Attwell – George Pavey to ask him about pausing the plan. **(Get the quote from Michael from George Pavey).** In view of Millennium Wood discussion of getting a single policy NP. Chair said we should know by the next meeting. Keep on the agenda.
  - 7 Significant External Factors – Cllr Hoodless – Nothing to report
    - Stansted Airport – Chair – Nothing to report. Flights are starting again now and is noticeable.
  - 8 Flood prevention project C15 - progress update – Cllr Westlake – Have not heard anything. **Action: Cllr Westlake to email Ian Hollinbrook to see the update.**
    - Risk Assessment due May 2020
  - 9 Security – Cllr Mardell
    - Police Liaison (PCSO De Bruyn – Cllr Mardell. I am pleased to say I have nothing to feedback for Little Hadham. We have noticed an increase in thefts from outbuildings and barns etc of mainly farming or gardening equipment so I would recommend that is mentioned. Seen an increase in gas cannisters over the last month. **Action: Cllr Mardell to discuss with PCSO deBruyn the scheduling of the Police Liaison meetings.**
  - 10 Operations – Cllr Attwell – HR meeting sub committee in June. One agenda item was the Increase of salary from £115.80 to £130 for the Litter Picker. Chair proposes we accept the recommendation of the committee. Cllr Attwell seconded. All councillors agreed. Motion carried
  - 11 Grants – Cllr Attwell
    - Request for funding – Land off Chapel Lane – Request from the Rule 6 party in Westland and Wellpond Green. Information was for funding to support the work of their Rule 6 party set up to challenge the acceptance of the planning application site on Chapel lane. Chair has no strong opinion to give. No other councillors have anything to add.
  - 12 Allotments – Cllr Wilkinson – no update
- 20.6.8 Update from Cllr Williamson – Court date for hearing challenging inspectors' decision on Chapel Lane is Thursday 5<sup>th</sup> November 2020. Action: Cllr Westlake to provide any reference number from the enforcement to Cllr Williamson.
- 20.6.9 Chair's Report – to include 'Death of a Senior Royal' – need to make known where the condolence book and photos are stored when needed. Again, wanted to thank Jan and reiterate our thanks. You should be proud of the achievements. Annual meeting, done no later than June. Compiled reports from all the people that would have come along to speak. The report to be circulated to the councillors. Then to go onto web page and social media. Do not meet in August. Council can still be reached, but there will be contact details made.
- 20.6.10 Clerk's Report  
To agree to payment of accounts. All councillors agreed to the payment of accounts.



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To accept the accuracy of the financial statement. All councillors accepted the accuracy of the accounts. Joel Hammond has paid £90 out for plants. The councillors agreed to thanking Joel for his hard work. To go on Instagram and Parish News.

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

20.6.12 Correspondence

20.6.14 Date of next Council meeting 21.54 – Tuesday, 1<sup>st</sup> September 2020

20.6.15 To close the meeting

**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**

## Appendix 1 - Little Hadham Parish Council

Minutes of HR Sub-committee. 17<sup>th</sup> June 2020. Via Zoom

Cllrs Present.

Michael Attwell

Liz Lloyds Williams

Richard Mardell

Meeting opened at 20.10.

It is agreed that LLW, RM and MJA are all members of the committee.

Liz proposed that MJA chaired the HR committee.

Richard seconded this proposal and MJA accepted.

Confirmed 3 employees fall within scope

Carole Page

Joel Hammond.

Ron Bunce

General discussion ensued about existing status of employees

Carole Page. Clerk. Has contract and job description. Chair has a copy of this.

Joel Hammond. Caretaker for allotment and odd job person. Does he have a signed contract, in what capacity – direct employee or self employed contractor? Action:- **MJA to check Job description for Handyman, no contract. We have all three employees on PAYE.**

Ron Bunce. Litter Picker. Liz has a job description and an acceptance letter. Does he have a contract? **MJA to check for contract and acceptance letter. No contract, but Job Description and Acceptance Letter.**

Annual appraisals. It was agreed annual appraisals (or some such like check up) would be a good idea to implement. LLW suggested that any pay reviews would be built into this discussion.

**LLW to circulate appraisal manual and members to review before next meeting.**



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Frequency of meetings. It was agreed to hold these meetings on an ad hoc basis with no less than 2 in any 12 month period (in line with the Parish Council year.)

General discussion around how this committee might be responsible for individual councilors.

Ron Bunce request to increase salary from £115.80 to £130 per month. This would be a greater annual sum than the £1,530 per year we receive from EHC.

MJA proposed that we agree this. Richard seconded. Motion carried.

Health & Safety of Litter Picker and Caretaker.

Litter Picker has been issued a hi viz vest, gloves, litter picker (claw) and bags. **MJA to check with Carole about status of this. RB has hi viz, litter picker and bags. He purchases new PPE as required, for which the PC reimburse him.**

Caretaker – discussion about H&S needs. **MJA to check with Carole. Also see point above about contract/capacity above.**

LLW noted Joel Hammond has recently had a pay rise so that does not need to be considered for the time being.

LLW also noted that external people could sit on this committee.

Meeting closed at 20.58.